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ABSTRACT

This policy statement for a university library covers goals and objectives of collection development, the sharing of resources, and the responsibilities of both teaching faculty and librarians in the collection development process, as well as general library policies and guidelines and selection policies in the various subject areas and university units. General policies deal with approval plans, duplicate copies, gifts and exchange, intellectual freedom, microforms, out-of-print and rare books, replacements, serials, and weeding. A general discussion of selection policies, which includes collecting levels, materials collected, and materials excluded, precedes descriptions of policies in specific subject areas: i.e., education, educational resources, humanities and fine arts, management, natural sciences and mathematics, and social and behavioral sciences. Each of these areas is divided into a number of subheadings. Also included are selection policies for Small College and University College, and a subject index. (RAM)

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ED200238

CALIFORNIA STATE UNIVERSITY

DOMINGUEZ HILLS

COLLECTION DEVELOPMENT POLICY

FOR THE

UNIVERSITY LIBRARY

Task Force on Developing the Collection Development Policy

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

Carson, California
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GOALS AND OBJECTIVES OF COLLECTION DEVELOPMENT

In the "Statement of Goals for the University Library" the first statement of purpose is "to provide the University community with needed and integrated information services." In support of this aim Collection Development is charged with the responsibility "to select library materials to develop a collection which in breadth and balance will support the information needs of the University; to promote actively the information resources of Educational Resources to the campus community as a whole; to acquire through the gifts and exchange program free materials which will fill in gaps in the collection, duplicate heavily used materials, and provide out-of-print editions which would be difficult to purchase."

The Head Collection Development Librarian and each of the subject bibliographers strive to be involved in planning and development of the curriculum and the intellectual and cultural life of the campus. They strive to maintain a level of communication with students, teaching faculty, administrators, and staff such that the library collection can be as responsive to the University's needs as possible within the constraints of available funding.

SHARING OF RESOURCES

The CSUDH library recognizes the fact that it cannot realistically hope to contain within its collection all the information necessary to satisfy the needs of all its patrons. Accordingly the library seeks to share the resources of other libraries and make our collection available to them in return. This sharing of resources takes two basic forms. First, CSUDH faculty and students can borrow directly from other CSUC campuses in Southern California through the Mutual Library Use program. Faculty and graduate students may also obtain borrowing privileges from UCLA. Second, through the interlibrary loan system, material from all the CSUC libraries, UCLA, and UC Berkeley is available to Dominguez Hills students. Depending upon availability, material will be requested from any library in the United States for faculty and graduate students. The CSUDH library reciprocates by making its collection available to fill loan requests from others. By employing these and other methods of resource sharing, the library is able to provide access to a vast amount of material capable of meeting the information needs of the CSUDH community.

TEACHING FACULTY'S COLLECTION DEVELOPMENT RESPONSIBILITIES

"Materials related to the curriculum are best developed with close cooperation among faculty, students, professional librarians, and other instructional resource personnel. In the case of liberal education, graduate study, or professional degree programs, the specialized expertise of the faculty is needed to advise about the scope and nature of resources. The availability of appropriate materials which support learning in a variety of disciplines, presenting a wide range of factual and interpretative material, is essential."[1]

[1]Western Association of Schools and Colleges. Handbook of Accreditation Oakland, Calif., 1979, p. 26.

LIBRARIANS' COLLECTION DEVELOPMENT RESPONSIBILITIES

It is the responsibility of the librarians as subject bibliographers to select educational materials which support and supplement classroom learning and to represent Educational Resources' holdings to the campus community. The bibliographers keep the written selection policy current in consultation with library liaisons and other appropriate teaching faculty, monitor the approval plan used to secure current books, monitor the subscription commitments for the subject, secure lists of class-required and supplementary reading materials to be checked against library holdings, identify and use appropriate bibliographies, review media for selection, and coordinate with the government documents librarian the selection of government publications. The bibliographers inform teaching faculty and the campus community of Educational Resources' holdings by personal consultation, presentation at department and committee meetings, and preparation of reports, bibliographies, and pathfinders. Bibliographers also evaluate the replacement of lost books promptly to minimize user frustration; study the adequacy of the size of the collection and purchase, when necessary, additional copies of heavily used materials; analyze interlibrary loan requests to determine if there is any evidence of gaps in the collection; evaluate gift materials promptly and judiciously so they can be used to supplement the budgeted collection development program; provide teaching faculty with information resources which will help them maintain awareness of current developments in fields of instructional specialization and general disciplinary areas; and deselect materials which are unnecessary duplicates, which have been made obsolete by later editions, which are in poor condition and not

worth repair, or which, because of changes in campus programs, are no longer useful parts of the collection.

Recreation	Cecilia Chen
Religious Studies	Naomi Moy
Small College and University College	Naomi Moy
Sociology	Kenneth Bennett
Spanish	Claudia Baldwin
Special Education (See Education.)	
Theatre Arts	Claudia Baldwin
University College (See Small College and University College.)	
Urban Studies	William Fisher

LIBRARY LIAISONS (1979-80)

Afro-American Studies	Paul Gopaul
American Studies	Walter Wells
Anthropology	Polly Pope
Art	Arthur Harshman
Behavioral Science	David Nasatir
Biological Science	Laura Phillips
Business Administration	Richard Nehrbass, Melvin Auerbach
Chemistry	William Wilk
Communications	David Safer
Computer Science	William Jones
Earth and Marine Sciences	David Sigurdson
East Asian/Asian-American Studies	Donald Hata
Economics	Frank Billes
Education	
Energy Studies	Jamie Webb
English	James Riddell
Environmental Studies	Robert Stinson
French	Winston Hewitt
Future Policy Studies	Linda Groff
Geography	Robert Johnson
Health Science	Ira Schoenwald
History	David Cady
Human Services	Diane Henschel
Industrial Management	Harold Rothbart

Japanese	Michiko Suzuki
Labor Studies	Alan Bomser
Library Skills	Elizabeth Settle
Linguistics	Burckhard Mohr
Marriage, Family, and Child Counseling	Peter Paulhe
Mathematics	William Gould
Medical Technology	James Welch
Mexican-American Studies	Irene McKenna
Music	Marshall Bialosky
Philosophy	Donald Lewis
Physical Education	Marianne Frank
Physics	Keith Lee
Political Science	Michael O'Hara
Psychobiology (See Biological Science.)	
Psychology	Judy Todd
Public Administration	Zane Reeves
Public Paralegal Studies	Marilyn Garber
Recreation	Marianne Frank
Religious Studies	William Hagan
Small College	David Heifetz
Sociology	Alan Bomser
Spanish	Porfirio Sanchez
Special Education (See Education.)	
Theatre Arts	Peter Lach
University College	Carmen Towler
Urban Studies	Gregory Smith

GENERAL POLICIES AND GUIDELINES

APPROVAL PLAN

The library has arranged with a vendor a current book approval plan which is designed to bring in those books which, by the vendor's profile, most clearly match the library's selection policies. Books selected by the vendor and those requested by the bibliographers are displayed for evaluation by the bibliographers and interested faculty as they are received with the option to return books which are deemed unsuitable. The ability to examine the books and evaluate their contents is valuable.

An approval plan is not only a practical expediency for saving money and staff time, but also a way of quickly getting books that may not be reviewed for a year or two in professional journals. The approval plan also solves the problem of ordering from advertisements, which are often misleading, even to the extent of suggesting the availability of books which have not yet been published and which, in some cases, never get published because the publisher is waiting for a certain number of orders before making a firm commitment to publish.

The value of the approval plan differs from subject area to subject area depending on the subject area's need for current books, its budgetary support, and the vendor's ability to give good service. A subject area that requires current U.S. imprints from university presses and other standard publishers can rely more heavily on the approval plan than one that requires retrospective or foreign or non-trade publications.

DUPLICATE COPIES

Neither the library budget nor shelf space permits unnecessary duplication of titles. Two (and occasionally more) copies of a title may be added to the collection if circulation justifies, particularly if the duplicates are acquired as gifts. Less frequently duplicates are purchased, and only after careful consideration of the need for duplication.

MICROFORMS

The library's policies relating to the acquisition of microforms are subject to many factors. Microforms are frequently specified as advantageous in terms of cost, staff time for processing, and storage. Yet problems must also be considered: flexibility of use, maintenance of materials, and dependence on adequately supervised and maintained equipment for reading. Such factors preclude a set overall policy on microform collection, but make the formation of general guidelines advisable.

Criteria for Selection of Microform in Preference to Hard Copy

Materials with the following characteristics would be preferable in microform edition:

1. Usage: Materials with limited frequency of research use (such as esoteric literature of specialized subject matter and scholarly journals limited to graduate research).
2. Physical aspects: Materials which use an abnormal amount of shelf space, as in the case of periodicals with voluminous publishing per year; odd-sized volumes which are inconvenient to use, whether large and cumbersome or very small and easily lost; and works in a format which precludes binding and yet are difficult to maintain unbound.
3. Permanency: Materials subject to mutilation or theft and materials subject to rapid deterioration (i.e., newspapers).
4. Cost: Materials which would otherwise be unobtainable due to their extremely high cost and/or rarity and materials for which

the binding costs alone exceed the price of the film.

Criteria for Selection of Hard Copy in Preference to Microform

Materials which have the following characteristics would be preferable in hard copy:

1. Usage: Materials used for browsing, cover-to-cover reading, or intensive reading by many. Intensive reading by just a few could possibly be accomodated by use of interlibrary loan. Also: reference works, abstracts, indexes--where quick access to specific parts of the work is required, or where there is continual referral from index to content, as in the case of abstracts.
2. Physical aspects: Materials with copious illustrations which do not reproduce well on microform; materials with color illustrations in which color is important, such as art journals or journals with color-coded graphs; and materials which are obtained in hardbound copy and do not require binding.
3. Availability: Hard copy available at minimal cost, such as in the case of gifts or lot purchases.

This policy has no bearing on the cases where the material is available only in microform (ERIC, Library of American Civilization, and various other special collections). In these cases the item is evaluated for addition to the collection without regard to its format.

OUT-OF-PRINT AND RARE BOOKS

Library Acquisitions is prepared to search for out-of-print books. Out-of-print books usually take longer to acquire and may cost considerably more than in-print books; so recommendations for purchase of out-of-print books are very carefully considered. It is the nature of academic book publishing that many good scholarly books go out of print very quickly. When these books are important to our academic programs, they are sought whatever the effort involved; but outdated, esoteric, or marginally important books are not usually searched for. Bibliographers periodically review what Acquisitions is searching to make sure that it is still relevant.

A book's rarity does not in and of itself make it a valuable part of the collection. It must have special relevance to the curriculum and the intellectual and cultural life of this University to be deserving of special treatment by this library. One may find in the stacks many books which, since they were placed there, have gone out of print, and they may even be irreplaceable. Some of these books the library would not wish to replace if they were missing because better and/or more current editions are available.

Reprint editions, photocopies, and microform copies are often the most practical formats for materials whose availability and cost would otherwise preclude consideration.

REPLACEMENTS

A title is evaluated for replacement by a bibliographer when it has been lost by the user who charged it out, or when it has not been charged out and cannot be found after a six-month search, or when it needs major repairs in order to be circulated. Replacement is ordered when a title in poor physical condition can not be repaired in house and it is less expensive to purchase a new copy than to rebind the old one. The usual selection criteria for the subject area involved are followed by the bibliographer when making a replacement decision. However, replacement is not ordered when:

1. There is another copy of the title in the collection, and circulation is not sufficient to justify duplication.
2. There is a subsequent edition of the title, and the previous edition is not important to the collection.
3. The material in the title is contained in collected works or some other form in the collection.
4. The material is no longer relevant to the curriculum.

DESCRIPTION OF THE SELECTION POLICIES

The selection policies which follow are arranged alphabetically by school. Each is organized by sections following a format which has been developed by the Task Force based on American Library Association guidelines and on models by Stanford University, U.C. Riverside, and U.C. Irvine. The selection policies are subject to continual review and annual revision if necessary.

Subject designations have been developed by bibliographers to reflect their disciplines. In most cases the subjects shown are a combination of Baker and Taylor subject descriptors, Library of Congress subject headings, and university catalog terminology.

The great overlap of subject collecting at CSUDH, represented frequently by interdisciplinary programs, made it helpful to use a system of cross references. A subject which ordinarily would be collected by a discipline, but in fact is not, is represented by "O" and a comment that this subject is "collected by" another discipline if appropriate. Where another discipline collects at a higher level, the term "primarily collected by" is used. Where more than one discipline collects the subject at the same level, "also collected by" is used. When a subject is collected by another discipline under a different heading, that heading is specified in parentheses. The complexity of this system, as well as the difficulty of checking all references, may well have led to some errors and omissions, but the Task Force felt that the advantages of knowing when more than one discipline collects a subject outweighed the disadvantages of a few inconsistencies. The system facilitates passing recommendations from a discipline which has a small budget to

one that has a larger one so that material which is of mutual interest can be purchased.

Although our primary objective has been to represent as accurately as possible the unique character of the CSUDH Library, we have tried to follow commonly accepted library terminology so that our policy is comparable with other collection development policies both within and outside the CSUC system.

COLLECTING LEVELS

For purposes of determining the breadth and depth of collecting in the many different subjects of interest to this library, the following levels of collecting have been identified:

A. Exhaustive level--At this level the collection will endeavor, so far as is reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, other forms) in all applicable languages, for a necessarily defined and limited field. This level of collecting intensity is that which maintains a "special collection"; the aim, if not the achievement, is exhaustiveness.

B. Comprehensive research level--At this level the collection includes the major source materials required for dissertations and independent research, including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It also includes all important reference works and a wide selection of specialized monographs, as well as a very extensive collection of journals and major indexing and abstracting services in the field.

C. Basic research level--At this level the collection is adequate to support upper division undergraduate and master's level work or sustained independent study, and is adequate to maintain knowledge of a subject. It includes a wide range of basic monographs, complete collections of the works of more important writers,

selections from the works of secondary writers, a selection of representative journals, and the reference tools and fundamental bibliographical apparatus pertaining to the subject.

D. Basic undergraduate level--At this level the collection is highly selective but supports undergraduate instruction effectively, and includes standard reference materials of all kinds, selected editions of important works, files of basic periodicals, and important subject indexes and bibliographies. Emphasis is on introductory works, general surveys, and materials intended for use as supplementary and collateral reading. Both the level of difficulty of the materials and the subject must be appropriate for undergraduates.

E. Minimal level--This level is designated for a subject area in which few selections are made beyond very basic reference tools and standard works.

O. Zero level--This level is designated for a subject area in which no selections are made by the discipline.

"Note: Definitions of collecting levels are not to be applied in a relative or ad hoc manner (that is, relative to a given library or group of libraries) but in a very objective manner. Consequently it is quite likely that a large number of libraries will not hold" Exhaustive "collections in any area. Similarly, academic libraries which do not support doctoral programs, or other types of libraries which are not oriented toward specialized research, may not have any collections that would fall

within the" Comprehensive "research level as defined herein.

"The definitions are proposed to describe a range and diversity of titles and forms of material; they do not address the question of availability of multiple copies of the same title."[1]

[1]American Library Association. Collection Development Committee. "Guidelines for the Formulation of Collection Development Policies," Library Resources and Technical Services 21:42-43 (Winter 1977).

MATERIALS COLLECTED

The following list represents standard materials generally collected for most subject disciplines. Exceptions to this list are mentioned in individual selection policies under the heading Materials Collected whenever applicable.

Anthologies--Literature

Audio Visual Materials

Case Studies

Dictionaries

Directories

Encyclopedias

Handbooks

Materials in the Following Binding Types:
- Hardbound
- Paperbound
- Looseleaf
- Spiral

Microfiche

Microfilm

Monographs

Newspapers

Periodicals

Pictorial Treatment

Readings

Reprints

Serials

Textbooks

MATERIALS EXCLUDED

The following list represents materials not collected for the majority of subject disciplines. Exceptions to this list are mentioned in individual selection policies under the heading Materials Excluded whenever applicable.

Artifacts

Books Below College Level

Clippings

Dissertations

Ephemera

Globes

Laboratory Manuals

Language Manuals

Manuscripts

Maps

Newsletters

Pamphlets

Pictures/Photographs

Posters

Prints

Professional Level Materials

Programmed Materials

Study Guides

Technical Reports

Theses (with the Exception of CSUDH Theses)

Textbooks and other materials in Spanish to be used with Spanish-speaking students will be purchased.

Geographical Areas

Emphasis is on the United States. All countries are represented.

Chronological Periods

For the history of Education there are no limitations; in other areas emphasis is on the last decade.

Parameters of Retrospective and Currently Published Materials

Emphasis is on current materials.

Other Factors

All areas covered in the Education collection are heavily supported by other library collections; e.g., all the curriculum areas depend on other collections for content materials (Literature, Mathematics, History, etc.). The Bilingual Cross-Cultural program is substantially supported by Mexican-American studies and Spanish. The foundation fields in Education rely on other subject areas for basic works in Philosophy, Psychology, and Sociology.

Subjects and Collecting Levels

C Education (General)

C Philosophy of Education

C History of Education

C Educational Psychology

- Aptitude Testing
- Child Study
- Psychology of Learning
- Child Development

C Sociology of Education--also collected by Sociology

- Discrimination (Educational Aspects)
- Education in Special Communities
  - Education in Suburban Areas
  - Education in Urban Areas

C Economics of Education

C Educational Research

C Comparative Education

C Theory of Education

- Aims and Objectives of Education
  - Humanistic Education
  - Moral Education
- Educational Systems

C Teaching Personnel

- Teaching
  - Classroom Management
  - In-Service Education for Teachers
  - Teaching At the Elementary School Level
  - Teaching At the Secondary School Level
- Education and Training of Teachers
  - Teacher Training for Pre-School and Elementary Level
  - Teacher Training for Secondary Level
  - Training for Educational Administration

C Academic Freedom

C Methods of Instruction and Study (General)

- Educational Innovations
- Specific Teaching Methods
  - Individualized Instruction
  - Open Education
- Educational Media in Teaching

C Methods of Instruction in Special Education
Mainstreaming (Special Education)
Remedial Education
Education of Developmentally Disabled Students
Education of Students With Learning Disabilities
Speech and Language Disorders
Education of Physically Handicapped Students
Education of Visually Handicapped Students
School Speech and Hearing Therapy
Education of Emotionally Disturbed Students
Education of Neurologically Impared Students
Education of Special Classes of Persons
Education of Socially and Culturally Disadvantaged Students
Bicultural Education
Education of Specific Cultural Groups
Education of Afro-American Students
Education of American Indian Students
Education of Spanish-Speaking Students--also collected by Mexican-American Studies
Education of Gifted Students

C Student Life

School Journalism
Student Political Activity

C Education and the State

Educational Policy
Compulsory Education
Government Support and Control of Education
Accountability in Education
School Laws and Legislation
Illiteracy

D Juvenile Literature

E Storytelling

E Library Services for Children

School Libraries

SELECTION POLICY FOR PHYSICAL EDUCATION

General Purpose

Selection for this subject discipline is designed to support undergraduate study and teaching leading to a B.A. degree in Physical Education. The program is designed to (1) prepare prospective teachers and leaders in physical education and recreation; (2) provide in-service opportunities for those already in the field; (3) provide intercollegiate sports, intramurals, and recreational activities; and (4) prepare students for graduate work in Physical Education and Recreation. In addition, the program supports a minor for students who wish to choose Recreation as a career or to develop an area of specialization such as in Sports Journalism or Sports Facilities Management.

Materials Collected

The standard inclusions are collected, except for case studies and newspapers. Also collected are equipment catalogs, newsletters, programmed materials, and theses.

Materials Excluded

The standard exclusions are not collected, except for newsletters, programmed materials, and theses. Also excluded are case studies and newspapers.

Languages

Only materials originally in English or translated into English

are collected.

Geographical Areas

There are no geographic limitations, but the United States is emphasized.

Chronological Periods

All periods are collected, depending on the nature of the topic, but emphasis is on the current period.

Parameters of Retrospective and Currently Published Materials

Priority is given to current publications. Retrospective publications are limited to "standard works" in the field and works that would balance and/or enhance the strength of the collection.

Other Factors

Because of the inter-relationships between Physical Education and Recreation, especially in the area of sports activities, the scope of this policy needs further clarification. In general, Physical Education collects materials that deal with how a sport or game is played. The emphasis is on rules, techniques, strategies, coaching, and/or the development of particular motor skills. Biological Science collects materials on "Human Anatomy and Physiology," and Education collects materials on "Special Education" that support the course of "Adapted Physical Education for the Handicapped."

Subjects and Collecting Levels

D Physical Education

- History of Physical Education
- Philosophy
- Methodology
- Physical Tests
  - Fitness Tests
- Research
- Study and Teaching

D Administration Of Athletic Programs

- Elementary School Athletic Programs Administration
- Secondary School Athletic Programs Administration
- Collegiate Athletic Programs Administration
- Intramural Athletic Programs Administration

C Body Movement and Motor Development

- Kinesiology
- Physiology Of Exercise

D Dance

E
- Folk Dancing--primarily collected by Anthropology
  - Spanish and Spanish American Folk Dancing--primarily collected by Spanish and also by Anthropology

D
- Movement Education

D Exercise Therapy

D Gymnastics

D Physical Fitness

D
- Exercises

E
- Hatha Yoga

E
- Reducing Exercises

D
- Running
  - Jogging

D Physical Education and Training for Special Classes

- The Aged
- Children
- Handicapped Persons
- Women and Girls

D Sports

O Biographies Of Sports Figures
D Coaching Of Individual Sports
Psychology Of Sports
Sociology Of Sports--also collected by Sociology
Discrimination In Sports
Women and Sports

D Aquatic Sports

D Swimming and Diving
E Boating and Sailing

E Archery and Target Shooting

O Hunting

D Athletic Sports and Games

Athletic Exercises
Weightlifting
Ball Games
Olympic Games
Track and Field Athletics

D Combat Sports

E Fencing
D Martial Arts
D Self-Defense
D Self-Defense For Women
D Wrestling

E Sport Riding and Racing

Cycling
Racing (Automobile, Horse, Motorboat)

E Sports Facilities and Equipment--primarily collected by Recreation

E Winter Sports

E Indoor Games

Billiards
Bowling
Card Games
Chess

D Sports Officiating

SELECTION POLICY FOR RECREATION

General Purpose

Selection for this subject discipline is designed to support undergraduate study and teaching leading to a B.A. degree in Recreation with options in Recreation and Recreation Gerontology. The Recreation option is designed to prepare students for a career in the area of leisure services or for a specialization in Recreation Therapy, whereas the Recreation Gerontology option is for employment in the field.

Materials Collected

The standard inclusions are collected except for anthologies (literature), case studies, and newspapers. Also collected are newsletters, programmed material, and theses.

Materials Excluded

The standard exclusions are not collected except for newsletters, programmed materials, and theses. Also not collected are anthologies (literature), case studies, and newspapers.

Languages

Materials originally in English or translated into English are collected.

Geographical Areas

There are no geographic limitations, but the United States is

emphasized.

Chronological Periods

All periods are collected depending upon the nature of the topic, but emphasis is on the current period.

Parameters of Retrospective and Currently Published Materials

Priority is given to current publications. Retrospective publications are limited to "standard works" in the field and works that would balance and/or enhance the strength of the collection.

Other Factors

The general guideline for materials selection in the area of sports activities is that Recreation collects works dealing with how to organize and manage sports activities for recreational purposes. Certain related subjects collected by other disciplines are (1) legal aspects of recreational resources, (2) leadership, and (3) tourist trade. Anthropology collects Play (Anthropological Aspects Of).

Subjects and Collecting Levels

D Recreation

E History
O Legal Aspects Of Recreational Lands--collected by Public Administration (Land-Use Control)
D Philosophy

O Leadership (General)--collected by Public Administration

D Recreation Leadership

D Administration of Recreation Services and Park Areas
Program Planning and Supervising
Recreation Surveys

D Leisure

Leisure and Society
Leisure Counseling

C Recreation for Special Classes of Persons

C The Aged--also collected by Human Services and by Behavioral Science
C Handicapped (The Mentally and Physically Handicapped, the Developmentally Disabled, the Convalescent, and the Socially Deviant)
D Prisoners
D Youth
E Families

D Recreational Therapy

D Recreational Areas and Facilities

E Amusement Parks
D Community Centers
Playgrounds
E Country Clubs
D Parks and Reserves
D Sports Facilities and Equipment--also collected by Physical Education
Athletic Fields
Swimming Pools

D Outdoor Life and Outdoor Recreation

D Camping
O Fishing
E Hiking
O Hunting
E Mountaineering
D Wilderness Survival

O Tourist Trade--collected by Business Administration (Special Business Operations)

E Guides--also collected by Geography

SELECTION POLICY FOR EDUCATIONAL RESOURCES ADMINISTRATION

General Purpose

Selection for this area of interest is designed to secure those informational materials which Educational Resources faculty and staff require to do their work.

Materials Collected

The standard inclusions are collected, and also:

Book sellers' catalogs

Equipment catalogs

Newsletters of California libraries and library schools

Pamphlets

Professional level materials

Publishers' catalogs

Sample periodicals

Supply catalogs

Materials Excluded

The standard exclusions are not collected except for pamphlets, newsletters of California libraries and library schools, and professional level materials. Also not collected are reprints of articles in periodicals which the library owns.

Languages

Works written in English are preferred.

Geographical Areas

Primary emphasis is on the United States with secondary interest in Canada and Great Britain.

Chronological Periods

Contemporary interests are paramount.

Parameters of Retrospective and Currently Published Materials

Emphasis is on current materials with retrospective materials requiring special justification.

Other Factors

Educational Resources Administration does not acquire library science textbooks or general materials unless required by Educational Resources faculty and staff to perform their work. Materials needed for short term use or professional reading not of general interest are whenever possible acquired by Interlibrary Loan. Library education materials are collected by Library Skills. Very little material about public, community college, or special libraries is appropriate to the collection.

Subjects and Collecting Levels

E Libraries

Library Services (General)
Academic Libraries
O History of Libraries--collected by General Works
Library and Society

E Library Administration

- Finance
- Architecture
- Personnel
  - Library Technicians
- Equipment and Supplies

E Library Development and Cooperation

- Networks
- International Librarianship

E Reference and Information Services

- Study and Teaching of Use of Books

E Information Science

E Government Documents

E Circulation Services

E Library Collection Development and Acquisitions

- Collection Development Policies
- Selection of Library Materials
- Book Industry and Trade
- Book Publishing and Selling
- Book Sellers' Catalogs and Book Prices
- Serials
- Microforms Industry and Trade

E Audio-visual Materials Industry and Trade

E Cataloging and Classification

- Union Catalogs and Bibliographic Verification Tools
- Cataloging Codes
- Classification Schedules

E Binding and Repair Services

E Treatment of Special Library Materials

- Non-book Materials in Libraries
- Microforms

E Special Collections

- Archives and Manuscripts

E Current Issues in Librarianship; e.g. Copyright Law, Intellectual Freedom, Academic Status for Librarians, and Collective Bargaining

O Bibliography--collected by General Works

O Books and Reading--collected by General Works

Book Reviewing--collected by General Works

O History of Books--collected by General Works

O Printing--collected by General Works

O Publishing (General)--collected by General Works

O Library Services for Children--collected by Education

School Libraries

SELECTION POLICY FOR GENERAL WORKS

General Purpose

Selection of General Works is intended to encourage intellectual curiosity and general cultural development by making available: (1) materials which broadly represent the entire spectrum of human knowledge and (2) recreational materials which foster the habit of leisure reading. General Works also provides for the needs of students and faculty by collecting materials in subject areas not otherwise collected by the other subject areas. These include "A" class materials, specific subjects outside the parameters of other subject disciplines, multi-disciplinary materials with contents so broad as to go beyond the scope of definitive subject areas, and materials which might reasonably be needed or used by any student or faculty member regardless of subject specialities, research interests, or classes being taken.

Materials Collected

The standard inclusions are collected. In addition, important newsletters are collected.

Materials Excluded

The standard exclusions are not collected except for newsletters.

Languages

English language works are primarily collected. However, this

policy also takes into account those languages and literatures not included in the curriculum.

Geographical Areas

All geographical areas are included, however, the focus of the law collection is on the United States and California.

Chronological Periods

There are no chronological limitations.

Parameters of Retrospective and Currently Published Materials

A majority of the selections purchased are not more than five years old at the time of purchase. Older publications including periodical backruns are collected as needed.

Other Factors

General Works collects paperback books for the recreational reading collection, which provides leisure reading and encourages the development of reading habits outside of specific classroom assignments. The books collected are of current, popular interest, for example, fiction and non-fiction appearing on best seller lists are appropriate for inclusion in this collection. The format is paper, generally 7" X 4" in size, which excludes most trade paperbacks. The condition of the paperbacks should be very good in order to be attractive to readers. In addition, General Works collects on a limited basis general periodicals for leisure reading.

The Law collection is the responsibility of a number of areas, including General Works. General Works collects law materials of a broad, general nature and materials on specific aspects of laws which are not of interest to specific disciplines but are needed by students and are necessary to round out the law collection. Other areas which collect materials on law include Business Administration, Labor Studies, Political Science, Public Administration, Public Paralegal Studies, and Sociology.

Subjects and Collecting Levels

D Humanities (General)

D Social Sciences (General)

D Natural Sciences (General)

D History of Civilization and Culture (General)

D Intellectual History--also collected by History

C Grantsmanship

E General Organizations

D Fund Raising (General)

E Learned Societies and Institutions

D Foundations (Endowments)

D Awards, Prizes (General)

D Intellectual Life

Scholarship and Learning
Censorship

E Museology (General)

D Collections of Monographs, Essays (Multi-Subject)

E Wonders and Curiosities

E Etiquette

E Publishing (General)

E Printing

E Newspapers (as such, not as subject)

D Local--also collected by Special Collections
E United States
E Foreign Countries

D Periodicals (as such, not as subject)

D General
C News and Opinion
D Alternative Press
D General Science
D Literary

D History of Books

Manuscripts

E Books and Reading

Book Reviewing

E Book Censorship

E Bibliography

E History of Libraries

D Higher Education

Philosophy of Higher Education
Aims and Objectives of Higher Education
History of Higher Education
Economics of Higher Education
Student Finance
E Comparative Higher Education
E Individual Institutions of Higher Education
D College and University Curricula
D Methods of Instruction and Study in Higher Education
Specific Methods of Instruction in Higher Education
Study Methods for College Students
D College and University Faculty

D College and University Administration
E Educational Tests and Measurements (Higher Education)
E College and University Buildings
D College and University Guidance and Counseling
Career and Vocational Guidance (Higher Education)
Student Personnel Services (Higher Education)
D College Life
Political Activities of College Students
E Higher Education and the State
E International Higher Education
Student Study and Travel Abroad

D Law (General)

D Philosophy of Law
E Comparative Law
D Jurisprudence
D Law Systems
Civil Law
Common Law
D Social Law
Public Health Law
Consumer Law
E Private Law
Domestic Relations Law
D Law of Intellectual Property
O Copyright Law--collected by Educational Resources Administration
E Patents Law
D Criminal Law--also collected by Public Administration
E Military and Naval Law
Military Courts

D Test Preparation

Undergraduate Admissions
Graduate Admissions
Professional
Clerical and Trades
Military

E Languages (General)--primarily collected by Linguistics

E Classical Languages
Latin
Greek
E Modern Greek
E Romance Languages
E Italian
O French--collected by French

O Spanish--collected by Spanish
E Portuguese
E Celtic Languages
E Germanic Languages
German
Yiddish
Dutch
Swedish
Danish
Norwegian
E Slavic Languages
Russian
E Hamito-Semitic Languages
Arabic
Hebrew
E Ural-Altaic Languages
Turkish
Finno-Ugric Languages
Finnish
Hungarian
E East Asian Languages
O Chinese--collected by East Asian/Asian-American Studies
O Japanese--collected by Japanese
E Korean
E Indo-Iranian Languages
Sanskrit
E Southeast Asian Languages
Vietnamese
O African Languages--collected by Afro-American Studies
Swahili
E American Indian Languages
E Oceanic Languages
E Artificial Languages

E World Literature (General), Including History and Criticism--also collected by English

E Comparative Literature--primarily collected by English
E Classical Literature--primarily collected by English
Greek Literature
E Modern Greek Literature
E Romance Literature
E Italian Literature
O French Literature--collected by French
O French-Canadian Literature--collected by French
O Spanish Literature--collected by Spanish
E Portuguese Literature
E Brazilian Literature
E Celtic Literature
E Germanic Literature

E German Literature
E Yiddish Literature
E Dutch Literature
E Swedish Literature
E Danish Literature
E Norwegian Literature
O Norse and Icelandic Literature--collected by Linguistics
E Slavic Literature
Polish Literature
Russian Literature
Yugoslavian Literature
E Hamito-Semitic Literature
Arabic Literature
Hebrew Literature
E Ural-Altaic Literature
Turkish Literature
Finno-Ugric Literature
Finnish Literature
Hungarian Literature
O East Asian Literature--collected by East Asian/Asian-American Studies
O Chinese Literature--collected by East Asian/Asian-American Studies
O Japanese Literature--collected by Japanese
E Korean Literature
E Indo-Iranian Literature
Sanskrit Literature
E Southeast Asian Literature
Vietnamese Literature
O African Literature--collected by Afro-American Studies
O American Indian Literature--collected by Anthropology
E Oceanic Literature
E Popular American Fiction--primarily collected by English
E Popular English Fiction--primarily collected by English

D Thanatology--primarily collected by Behavioral Science and by Psychology, and also by Philosophy

D Parapsychology (Scholarly Studies)--also collected by Philosophy

Spiritualism
Extrasensory Perception

D Occult Sciences (Scholarly Studies)--also collected by Philosophy

Astrology
Numerology
Tarot

E Consumer Education (General)

E Cookery--also collected by French (Cuisine and Gastronomy) and by Japanese (Culinary Arts)

E Gardening

E Travel--primarily collected by Business Administration (Special Business Operations)

SELECTION POLICY FOR GOVERNMENT DOCUMENTS

General Purpose

Government Documents is a collection of materials primarily printed and issued by government agencies. The collection supplements the regular collection by providing materials that cover current research and statistics not immediately available from commercial book publishers.

A majority of the documents are received through the Federal Depository Library System. The library has been receiving federal documents in this manner since November 1973. Item numbers are selected by the documents librarian and shipments of requested item numbers are subsequently sent as the documents are published. Of the item numbers available, no more than thirty-five percent are selected by this library. Interlibrary loan services supplement the collection by filling requests for documents that are not held by CSUDH.

California documents constitute the second largest portion of the collection. These documents are received through the California State Library Depository System. Because the System has less than adequate acquisitions procedures, California State Publications is used as an ordering tool to fill in the gaps.

Local documents make up the third component of the government documents collection. Materials issued by municipalities, special districts, regional and quasi-governmental agencies servicing the South Bay area are collected within parameters listed under Subjects and Collecting Levels.

Materials Collected

The standard inclusions are collected except for AV materials. Microfiche is preferred over microfilm. In addition, the following are collected:

Laboratory Manuals
Language Manuals
Maps
Newsletters
Pamphlets
Pictures/Photographs
Posters
Technical Reports

Materials Excluded

The standard exclusions are not collected except for the following:

Laboratory Manuals
Language Manuals
Maps
Newsletters
Pamphlets
Pictures/Photographs
Posters
Technical Reports

Languages

English is the preferred language with materials in Spanish occasionally selected.

Geographical Areas

Emphasis is on the South Bay area, California, and the United States respectively.

C Housing
Human Services
Labor
Transportation

C Recreation Management

For the local documents collection, the following materials are collected:

C Carson

Annual Reports
Budgets
General Plans
Statistical Publications

C Compton

Annual Reports
Budgets
General Plans
Statistical Publications

C Gardena

Annual Reports
Budgets
General Plans
Statistical Publications

C Hawthorne

Budgets
General Plans

C Hermosa Beach

Annual Reports
Budgets
General Plans
Statistical Publications

C Inglewood

Budgets
General Plans

C Lakewood

C Budgets
General Plans

C Lawndale

Budgets
General Plans

C Lomita

Annual Reports
Budgets
General Plans
Statistical Publications

C Long Beach

Budgets
Statistical Publications

C Los Angeles, City of

Budgets
General Plans
Statistical Publications
El Segundo
General Publications
Harbor City
General Publications
Lynwood
General Publications
San Pedro
General Publications
Willowbrook
General Publications
Wilmington
General Publications

C Los Angeles, County of

Budgets
General Plans
Statistical Publications

C Manhattan Beach

Annual Reports
Budgets
General Plans
Statistical Publications

C Orange, County of

- Budgets
- General Plans
- Statistical Publications

C Palos Verdes Estates

- Annual Reports
- Budgets
- General Plans
- Statistical Publications

C Rancho Palos Verdes

- Annual Reports
- Budgets
- General Plans
- Statistical Publications

C Redondo Beach

- Annual Reports
- Budgets
- General Plans
- Statistical Publications

C Rolling Hills

- Annual Reports
- Budgets
- General Plans
- Statistical Publications

C Rolling Hills Estates

- Annual Reports
- Budgets
- General Plans
- Statistical Publications

C Signal Hill

- Budgets
- General Plans

C Torrance

- Annual Reports
- Budgets

C General Plans
Statistical Publications

C Los Angeles Rapid Transit District

C Metropolitan Water District

D Port of Long Beach

A Southern California Association of Governments (SCAG)
We are a depository for all publications issued.

C Southern California Coastal Water Research Project

SELECTION POLICY FOR LIBRARY SKILLS

General Purpose

Selection for this subject discipline is designed to support undergraduate teaching and investigation in all phases and levels of library skills: research strategy, literature searching, basic skills, etc.

Materials Collected

The standard inclusions are collected. Quality audio visual materials suited to college level instruction in this area will be particularly sought.

Materials Excluded

The standard exclusions are not collected.

Languages

Only works written in English are collected.

Geographical Areas

Only works written in the United States are collected.

Chronological Periods

This category does not apply to this subject.

Parameters of Retrospective and Currently Published Materials

Only current materials are collected.

Subjects and Collecting Levels

C Library Skills

C Library Orientation

C Library Research

C Library Search Strategies - "How to use" materials on library resources (e.g. Chem Abs, ERIC, etc.)

C Libraries - Handbooks, Manuals, etc.

E Guides to Research in _____ (any subject of interest to CSUDH students)

SELECTION POLICY FOR REFERENCE

General Purpose

Selection for this area of interest is designed to provide reference sources and bibliographic works to support all the courses and programs offered by the University and to make available as broad a range as possible of general information on all aspects of human knowledge and to provide access to the materials needed for intensive research--not necessarily the items themselves but indications of their existence and the means for locating them, through bibliographies, union lists, indexes, and abstracts.

Materials Collected

The standard inclusions are collected, except for the following, which are not collected: Anthologies--literature, Audio Visual Materials, Case Studies, Microfilm, Newspapers, Pictorial Treatment, Readings, and Textbooks. Also collected are: Abstracts, Almanacs, Atlases, Concordances, Ephemera, Indexes, Library Holdings Lists, Pamphlets, and Yearbooks.

Materials Excluded

The standard exclusions are not collected, except for the following, which are collected: Ephemera, Pamphlets.

Languages

The Reference Collection is primarily English, but it also includes

works in foreign languages taught at CSUDH.

Geographical Areas

There is world-wide coverage with United States and Western emphasis and a special interest in East Asian and African studies.

Chronological Periods

All periods of history are covered with emphasis on the most recent events and developments.

Parameters of Retrospective and Currently Published Materials

In general, the most recent reference work in a given field is preferred. Many older works are desirable, however, in a viable reference collection, particularly works that have become classics or that cover areas not treated as well or in as great detail in the intervening years.

Other Factors

The Reference Department does not designate an absolute limit on the size of the Reference collection. However, prevailing demand, changes in the curriculum, and total student enrollment figures serve as guidelines to the relative growth rates of subject areas within the collection.

Because of space restraints, some less frequently used and voluminous reference materials are kept in the stacks non-circulating.

Reference also maintains several collections of uncataloged

materials:

Annual Reports: major corporations

College Catalogs: a current paper copy of the general graduate and undergraduate catalogs of schools in the UC and CSUC systems, other major California universities, and local community colleges; microfiche copies of catalogs of other U. S. and world colleges.

Pamphlets: those which provide patrons with a) recent information that has not yet appeared in a more "standard" published form (books, periodicals, etc.), and b) current awareness and/or special interest material that only appears in pamphlet form.

Rand Reports: a comprehensive collection

Telephone Directories: local area and larger California cities in paper; other directories on microfiche.

Education/Governance Information: current campus and CSUC documents.

Subjects and Collecting Levels

Subjects and collecting levels correspond to those set forth in individual selection policies. Areas of general interest, necessary to any reference collection but not tied to a specific academic area, are supported on the D level.

SELECTION POLICY FOR RESERVE BOOK ROOM

General Purpose

The purpose of the Reserve Book Room collection is to insure the maximum availability of required and supplemental reading materials currently designated by instructors for use by their classes. These materials may be library property or instructors' personal copies. When purchases are required, the Reserve Book Room coordinates the rush priority acquisition of the materials. One copy of almost every required textbook is also purchased or, if owned by the library, borrowed from the stacks so it may be available to any student lacking a textbook. By limiting the length of loan in accordance with the instructor's request and controlling access to the material, all students have a fairer chance to use the material.

In addition, the library has identified certain materials as high use/high loss items and placed them on permanent reserve.

The Reserve Book Room collection changes each quarter to reflect new course content, different instructors, and student needs. Instructors are informed of the circulation statistics for their materials so that they may more realistically evaluate the need for keeping the materials on reserve. Materials no longer required for classes are removed from the Reserve Book Room. Textbooks not currently required are evaluated by the bibliographers for inclusion in the regular collection. High use/high loss periodicals are removed when they are bound or replaced by microforms. Other materials will be removed as public use and their relevance to the collection decline.

Materials Collected

Any library materials assigned for general use by a class may be collected except for textbooks costing less than $2, laboratory manuals, study guides, and student workbooks. Also collected are high use/high loss materials such as very popular periodicals, test preparation manuals, resumé guides, term paper guides, and kits.

Materials Excluded

No library materials assigned for general use by a class may be excluded except for textbooks costing less than $2, laboratory manuals, study guides, and student workbooks.

Languages

There are no restrictions.

Geographical Areas

There are no restrictions.

Chronological Periods

There are no restrictions.

Parameters of Retrospective and Currently Published Materials

There are no restrictions.

Subjects and Collecting Levels

These are determined on a title by title basis by instructors and/or the library.

SELECTION POLICY FOR SPECIAL COLLECTIONS

General Purpose

Selection for Special Collections is designed to collect, bring together, and provide special care for materials which have special value to the academic program and intellectual and cultural life of the University and the community. These materials ordinarily require special handling because of unusual age, scarcity, monetary value, physical condition or format, or integral relationship to other materials in Special Collections.

At present there are two major collections within Special Collections: the Buckner Collection of American Best Sellers and the Local History Collection.

The Buckner Collection represents American popular taste in reading from the beginning of the country to the present. It began with a significant gift from Claudia Buckner of a collection she had developed using such bibliographies as James D. Hart's The Popular Book (N.Y.: Oxford University Press, 1950) and Frank Luther Mott's Golden Multitudes (N.Y.: Bowker, 1947) and her own extensive knowledge of the subject. We are keeping the collection current by using Alice Payne Hackett and James Henry Burke's bibliography, 80 Years of Best Sellers, 1895-1975 (N.Y.: Bowker, 1977) and the annual best seller list in Publishers Weekly.

The Local History Collection consists of the Del Amo Papers (archival records of the Del Amo Foundation and the Del Amo Estate

Company); the Dominguez Papers (archival records from the Dominguez Water Company of the Dominguez family and the Company, organized and indexed by Dr. Robert Gillingham); the Heritage House, Compton Collection (photographs, family histories, and memorabilia from early Compton); the historical photograph collection of the Rancho San Pedro area (begun by a gift of Dr. Gillingham), and Compton newspapers. Books and pamphlets relating to the archives are also collected.

Materials Collected

The standard inclusions are collected and also the following if they meet the other criteria for Special Collections:

Books and periodicals whose illustrations make them subject to mutilation or theft

Books below college level

Books of fragile physical make-up

Books with significant manuscript or other materials laid or tipped in

Clippings

Dissertations

Ephemera

Letters

Manuscripts

Maps

Materials autographed or with marginalia by an important author

Materials of a format that makes them unsuitable for shelving in stacks

Newsletters

Oral histories

Pamphlets

Pictures/Photographs

Portfolios of loose plates

Posters

Prints

Materials Excluded

There are no exclusions for materials which meet the other criteria for special Collections. However, artifacts are more properly collected by the S&BS Museum.

Languages

Works written in English or Spanish or translated from Spanish into English are preferred.

Geographical Areas

For the Buckner Collection, the geographical areas are defined by the popular reading tastes of the American public. For the Local History Collection, emphasis is on Rancho San Pedro and the communities which have been built here. For all other Special Collections materials there are no geographical area parameters.

Chronological Periods

For the Buckner Collection the chronological period is defined by the popular reading tastes of the American public from 1607 to the present. For the Local History Collection, the period from the first Indian settlements on the land which became the Rancho San Pedro to the

present is relevant. For all other Special Collections materials there are no chronological period parameters.

Parameters of Retrospective and Currently Published Materials

The following are designated Special Collections:

California books printed before 1870;

Los Angeles County books printed before 1900;

Books printed before 1900 which represent American popular taste as defined by the description for the Buckner Collection;

and books published from 1607 to the present which can be identified by appropriate bibliographic tools as American best sellers.

Other Factors

The following are designated Special Collections:

Limited editions of 100 copies or less (Fine press books with a greater number of copies may be considered for inclusion.); and titles which cost the library more than $75 per volume if the librarian in charge of Special Collections and the bibliographer purchasing the title concur.

Subjects and Collecting Levels

These subjects only cover major collections in Special Collections.

A American Best Sellers

A History of Rancho San Pedro and the communities which are built on it

SELECTION POLICY FOR UNIVERSITY ARCHIVES

General Purpose

The CSUDH University Archives is a collection of materials documenting campus history. The collection includes campus site selection documents; master planning materials; inactive historical files showing administrative and policy-making decisions; and material reflecting the more recent aspects of campus history. Materials about the campus but not created by the campus, its offices, or its staff and/or materials grouped around a single historical theme are housed, inventoried and/or indexed as separate collections within University Archives. Three distinct collections within the collection have been identified, organized, and inventoried.

The campus site selection documents represent the first distinct collection within University Archives. The materials spanning years 1960 through 1968 include: background sources, CSUC Trustees' minutes, site reports, maps, photographs, correspondence, and newspaper clippings.[1] Local and state government officials, the public, college planning staff, and the press all became involved in the controversy over site selection, and the collection reflects and documents the competition and interaction of these groups.

The second distinct collection--the academic and facilities master planning/early history documents--consists of background materials, building specifications, reports and data, minutes, correspondence,

[1] Inventory - Campus Site Selection Documents

photographs, brochures and publicity releases, and newspaper clippings.[2] The materials span the years 1960 to 1972 and document the complications that arose as the original campus site was changed from Palos Verdes to its present location.

The third distinct collection within University Archives contains newspaper clippings about the campus and individuals associated with it. With a few exceptions local newspapers provide information since the early 1960's. Because the material was created off campus, integration into the basic University Archives collection was impractical.

Materials Collected

Materials originating on campus are the primary items collected. The exceptions are: newspaper clippings; articles from magazines about the campus; research being done about the campus, faculty, staff and students; materials specifically related to major campus projects, policies, etc. that originate from off-campus sources (e.g., Trustees' reports). The standard inclusions are collected, except for the following which are not collected:

Anthologies--Literature
Dictionaries
Encyclopedias
Readings
Reprints
Textbooks

Standard exclusions which are collected are:

Clippings
Ephemera
Maps

[2]California State College at Palos Verdes (Dominguez Hills) Academic and Facilities Master Planning/Early History Documents

Newsletters
Pictures/Photographs
Posters

In addition the following are collected:

Administrative Records
  Minutes
  Reports
  Correspondence and Other Records from Administrative Offices, Academic Units, Academic Senate, Administrative and Staff Committees
General Publications
  Catalogs
  Handbooks
  Program Announcements
  Directories
  Commencement Programs
  Exhibition Catalogs
  Research Publications
  Newsletters
  Miscellaneous Brochures
  Posters
  Stage Production Programs
  Speeches and Addresses
Student Publications
  Campus Newspapers
  Yearbooks
  Literary Journals
  Miscellaneous Periodicals
  Ephemera
  Records of Student Organizations
Campus Publicity
  Press Releases
  Newspaper Clippings
Support Group Records
  Records and Publications from Groups such as the Alumni Association
Archives Reference Materials
  Published and Unpublished Works about CSUN

Materials Excluded

The standard exclusions are not collected, except for the following:

Clippings
Ephemera
Maps
Newsletters
Pictures/Photographs
Posters

Standard inclusions which are not collected are:

Anthologies--Literature
Dictionaries
Encyclopedias
Readings
Reprints
Textbooks

In addition the following are not collected:

Chancellor's Office Material
Restricted, Confidential, or Sensitive Material
Capstone Projects from the Geography Department
Machine-Readable Data Bases
Guestbooks
Drafts, Preliminary Versions, Working Papers When Final Versions Are Received
Photographic Negatives, Proof Sheets, Slides

Languages

Generally English language materials are collected.

Geographical Areas

Materials about CSUDH and its relationship to its service areas are collected.

Chronological Periods

Materials covering the period from 1960 to the present are collected.

Parameters of Retrospective and Currently Published Materials

Materials published from 1960 to the present are collected.

Other Factors

The successful development of University Archives depends upon close cooperation with and continuous monitoring of the various departments on campus in order to acquire materials recording campus history before such materials are lost or destroyed.

Cooperation within the library is also necessary to maintain a usable collection of University Archives. The Special Collections staff and the University Archives staff consult frequently on preservation and proper handling and display of archival materials. They also coordinate collecting in the areas where local history and campus history overlap.

Subjects and Collecting Levels

A California State University Dominguez Hills--History

SELECTION POLICY FOR ART

General Purpose

Selection for this subject discipline is designed to provide resources for undergraduate teaching and research in Art History, Studio Art, and Design, and to provide art literature to support cross-subject research and general interest in the subject.

The level of the collection is mainly undergraduate to beginning graduate. However, higher level materials which directly support the faculty's current awareness and broadening of knowledge in areas of instructional specialization are considered.

Materials Collected

The standard inclusions are collected except for slides depicting works of art. However, technical books on art forms and techniques are considered. Facsimiles of sketchbooks, notebooks, and medieval manuscripts are selectively added when cost and availability permit.

Materials Excluded

The standard exclusions are not collected and slides depicting works of art because the Art Department collects and houses art slides. Periodicals are generally obtained only in hard copy due to the preponderance of color illustrations.

Languages

Since there is no foreign language requirement for the major,

books in English will be primarily collected. However, it will sometimes be necessary to purchase foreign language books because they will be the major source work on a particular artist or are important for their illustrations. Attempts will always be made to secure a title in English.

Geographical Areas

Europe (including classical Greece and Rome), Africa, the United States (emphasis on California and the Southwest), China, and Japan are emphasized, though materials dealing with any country may be collected for special needs (e.g., architecture, textile design, etc.)

Chronological Periods

All periods of art are collected.

Parameters of Retrospective and Currently Published Materials

Both current and retrospective materials are equally essential in this field. Retrospective technical titles, however, are not generally collected, as they quickly become obsolete.

Subjects and Collecting Levels

Fine Arts

D	Fine Arts (General)
D	Philosophy of Art
D	Psychology of Art--also collected by Psychology
D	Sociology of Art--also collected by Sociology
D	Art Appreciation
D	Art (Economic Aspects)
D	Arts--Study and Teaching
E	Preservation and Restoration Of Art
C	History Of Fine Arts--also collected by East Asian/Asian-American Studies (East Asia--Fine Arts and Architecture)

C Prehistoric Art
Ancient Art
Classic Art--also collected by Anthropology (Classical Archaeology)
Medieval Art
Modern Art
C Erotic Art
C Primitive Art--also collected by Anthropology
C Folk Art--also collected by Anthropology
C American Pre-Columbian Art--also collected by Anthropology
C Contemporary American Indian Art
D Display and Exhibition Design

Art Media

D Art Media (General)
C Design
C Sculpture
Individual Sculptors and Their Work
C Drawing
C Painting
Painting in Specific Mediums
Painting of Specific Subjects
Landscape
Still Life
Portrait
Individual Painters and Their Work
C Artistic Lettering
C Collage
C Print Making
Block Printing
Lithography
Serigraphy
Engraving
Etching
Individual Printmakers and Their Works
E Cartooning and Caricatures
D Commercial Art
Advertising Art
Graphics of Print Media--primarily collected by Communications

Applied Arts

D Applied Arts (General)
D Arts and Crafts
D Ceramics (information regarding Limoges crystal also collected by French)
E Glass (information regarding Baccarat crystal also collected by French)

D Metal
D Woodwork
E Furniture
E Jewelry
E Textile
- Weaving
- Tapestry (information regarding Aubusson tapestry also collected by French)
- Rugs
- Quilts
- Art Needlework

Architecture

D Architecture (General)
C History of Architecture
E Architecture of Specific Structures
- Public Buildings
- Religious Buildings
- Commercial Buildings
- Industrial Buildings
- Residential Buildings

D Urban Architecture
D Landscape Design

Photography

C Photography--also collected by Communications
- Collections of Photographs
  - Color Photography
  - Still Photography

C Photography As an Art
- Individual Photographers and Their Work

SELECTION POLICY FOR COMMUNICATIONS

General Purpose

Selection for this subject discipline is designed to support an undergraduate major with options in Journalism and Public Relations, a certificate in Broadcasting, and a certificate in Journalism and Communications for the Spanish Language Media.

Materials Collected

The standard inclusions are collected, except for microfiche. Newsletters are also collected.

Materials Excluded

The standard exclusions plus microfiche are not collected, except for newsletters, which are collected.

Languages

English and Spanish-language materials are collected.

Geographical Areas

The United States is the prime area of interest, with Latin America second. Only very general works on other parts of the world are collected.

Chronological Periods

Emphasis is on the current period, but basic historical works

are also collected.

Parameters of Retrospective and Currently Published Materials

The collection is primarily current, but gifts of important retrospective works are selectively acquired.

Other Factors

The television and motion picture aspects of Communications are closely related to Theatre Arts. Generally, subjects related to preparation of the stage (whether it be television or theatre stage) or the actors are collected by Theatre Arts; other aspects of television or motion picture production are collected by Communications.

Subjects and Collecting Levels

C Communications

Communication in Groups--also collected by Behavioral Science, by Public Administration, and by Sociology
Organizational Communications
Psychology of Communication--also collected by Psychology

C Mass Media--also collected by Sociology

Mass Media Law
Mass Media and Society

C Broadcasting

C Radio Journalism
D Radio Broadcasting
D Radio Programming
D Radio Plays
C Television Journalism
C Television Production
C Television Directing
D Television Plays

D Television Programming
E Cable Television
E Radio-Television Management--primarily collected by Business Administration (Special Business Operations)
O Acting for Television--collected by Theatre Arts

D Motion Pictures--also collected by French

D Motion Picture Production
D Screenplays
D Motion Picture Directing
O Acting for Motion Pictures--collected by Theatre Arts
D Educational and Documentary Films
D Motion Picture History and Criticism

C Print Media

D History of Journalism
C Journalistic Writing
C News Editing
D Newspapers
D Periodicals
C Graphics of Print Media

D Photography--primarily collected by Art

C Public Relations

D Public Opinion

E Public Speaking and Debate--primarily collected by English

E Telecommunications

SELECTION POLICY FOR EAST ASIAN/ASIAN-AMERICAN STUDIES

General Purpose

Selection for this subject discipline is designed to support an undergraduate program, which offers a minor with a concentration in either East Asian Studies or Asian-American Studies.

The East Asian Studies concentration emphasizes the social, historical, political, and cultural aspects of East Asia. Although emphasis is on the study of China and Japan, it is by no means limited to these areas. The Asian-American program encompasses the social and cultural heritage of Asian/Pacific Americans as well as the Asian/Pacific experience. Most courses are offered by the respective subject departments, and library materials acquired do support the East Asian and/or Asian/Pacific courses in Art, English, Geography, History, Philosophy, Political Science, Small College, and Sociology.

Materials Collected

The standard inclusions are collected, except for microfiche. In addition, pertinent newsletters may be collected.

Materials Excluded

The standard exclusions are not collected, except for newsletters. In addition, microfiche is not collected. Archival materials relating to Asian Americans and Pacific Peoples are not generally collected except for those appropriate to the local history archives. (See Selection Policy for Special Collections.)

Languages

Materials written in English are primarily collected. Bilingual materials in which English is one of the languages used are also considered for inclusion in the collection. Works available only in an Asian language are collected in exceptional cases where needed to support instruction.

Geographical Areas

The geographical area collected is East Asia, including China, Japan, Korea, Taiwan and Hong Kong. For Asian-American materials, North American is the primary focus, although some materials may be collected on the Asian experience in South America.

Chronological Periods

All historical periods and the contemporary period are covered.

Parameters of Retrospective and Currently Published Materials

Current materials are primarily collected. With respect to retrospective intensities, the focus is on materials published within the last ten years.

Other Factors

Japanese also collects materials on Japanese language, literature, and culture.

Subjects and Collecting Levels

D East Asia (General Works)

D Geography--also collected by Geography
C History--also collected by History
C Government and Politics
Foreign Relations--also collected by Political Science
E Economics--primarily collected by Economics (International Economics)
E Business--primarily collected by Business Administration (Multinational Business Operations) and (Foreign Trade)
D Anthropology and Archaeology--also collected by Anthropology
Folklore--primarily collected by Anthropology (Chinese and Japanese Folklore)
D Sociology--also collected by Sociology
D Psychology--also collected by Psychology (Ethnopsychology)
D Philosophy and Religion--also collected by Philosophy and by Religious Studies
D Confucianism
D Taoism
D Buddhism
D Shintoism
E Other
Language
E Chinese
O Japanese--collected by Japanese
O Korean--collected by General Works
Literature
D Chinese
O Japanese--collected by Japanese
O Korean--collected by General Works
E Fine Arts and Architecture--primarily collected by Art (History of Fine Arts)
D Music--primarily collected by Music (Ethnomusicology)
D Performing Arts--also collected by Theatre Arts
E Education--primarily collected by Education (Comparative Education)
E Science and Technology--also collected by Natural Sciences and Mathematics under various headings

C Asian Americans and Pacific Peoples in America, including Chinese, Japanese, Koreans and Filipinos--also collected by Sociology, Anthropology (Psychological Anthropology), Political Science (Individual and the State, Civil and Political Rights, Minorities), Behavioral Science (Cultural Behavior of U.S. Ethnic Groups) (Special Problems of Minorities) (Racial and Ethnic Relations), and Marriage, Family and Child Counseling (Cultural Studies of Family)

General History

C
- Immigration
- Racial Climate
- Wartime Experience of Japanese Americans
- Socio-Cultural Development
- Socio-Economic Status
- Social Organization
- Social Psychology
- Literary and Other Contributions

D Other Asian and Pacific Peoples in America-- Hawaiians and Hawaiian Folklore primarily collected by Anthropology

SELECTION POLICY FOR ENGLISH

General Purpose

Selection for this subject discipline is designed to support undergraduate teaching leading to a B.A. degree with options in literature or language and linguistics, or to a single-subject teaching credential in English with options in literature, linguistics, theatre arts, journalism, and teaching English as a second language, and graduate teaching leading to an M.A. degree. "As a major, English maintains the objective of providing a broadly varied and soundly based program that unifies the study of composition, language, and literature."[1]

Materials Collected

The standard inclusions are collected. Remedial composition texts of the junior college type are purchased selectively and accepted as gifts.

Materials Exc'uded

The standard exclusions are not collected.

Languages

All materials are in the English language, including Old English.

Geographical Areas

All periods of American and English literature are collected, as well as major writers of different periods and nationalities.

[1]University Catalog for 1979-80, p. 179.

Parameters of Retrospective and Currently Published Materials

Criticism published during the past ten years is emphasized, while the collection of primary sources of literature leans toward retrospective (and, therefore, established) works. Journals of contemporary poetry are almost never collected until they have firmly "established" themselves.

Other Factors

Primary responsibility for collecting materials on language in general is assumed by Linguistics. Primary responsibility for collecting materials on drama and dramatic texts is assumed by Theatre Arts. The Claudia Buckner collection of American best sellers contains examples of popular American fiction from the beginnings of the country to the present (See selection policy for Special Collections).

Subjects and Collecting Levels

C English Language (General)--also collected by Linguistics

- History
  - Old Norse
  - Old English
- Etymology and Vocabulary
- Grammar and Syntax
- Lexicography
  - Dictionaries
- Orthography
- Phonology or Phonetics
- Dialectology and Sociolinguistics--also collected by Sociology
  - Black American English--also collected by Afro-American Studies (Afro-Americans - Language)
- English as a Second Language

C Linguistics--also collected by Linguistics

- Historical Linguistics
- Linguistic Analysis and Theory
  - Phonological
  - Syntactic

C Historical-Comparative
Psycholinguistics--also collected by Psychology
Theory and Research in Psychology of Language
Speech Production and Comprehension
Acquisition of Language by Children
Disorders of Speech and Language

C Public Speaking and Debate--also collected by Communications

Speaking Skills for Management

C English Composition and Rhetoric

Creative Writing
Authorship
Editorial Techniques
O Writing for the Media--collected by Communications
(Radio Journalism) (Radio Plays) (Screenplays)
(Journalistic Writing)
C Expository Writing
C Research and Report Writing
C Writing Skills for Management
C Teaching Composition

C Literature (General)

E Comparative Literature--also collected by General Works
C Literature and Society
C Literary Criticism (General)
Critical Schools
Archetypal
Formalist
Freudian
Linguistic
Mythological
Psychological
Reader-Response Criticism
Social or Historical
Structuralist
C Literary Themes
E Literary Prizes
C Literary Style
C Psychology of Literature
C Theory of Literature

C Literary Genres, Including History and Criticism

C Poetry
C Prose
D Biography

D Correspondence
D Diary
C Essay
C Fiction
C Novel
C Short Story
D Popular Fiction
Mystery and Suspense
Science Fiction
Light Romantic Fiction

C Epic and Romance
D Drama--primarily collected by Theatre Arts
Dramatic Texts

D Allegory
D Juvenile Literature
D Quotations
D Satire and Humor

C Literary History (General)

D Early Literature
D Classical Literature--also collected by General Works
C Medieval Literature
Dante
C Renaissance Literature (1500-1603)
Ariosto
Castiglione
Erasmus
Machiavelli
Tasso
C Late Renaissance or Baroque Literature (1603-1660)
C Neo-Classic Literature (1660-1798)
C Romantic Literature (1798-1832)
C Victorian Literature (1832-1901)
C Twentieth-Century Literature

C British Literature (General), Including History and Criticism

E Old English Literature
C Middle English Literature
Chaucer
C Renaissance and Metaphysical Poetry and Prose
Bacon
Browne
Burton
Donne
Metaphysical Poets
Milton
Taylor
C Neo-Classic and Romantic Poetry and Prose
Addison

C Blake
Burns
Defoe
Dryden
Fielding
Johnson
Pope
Richardson
Scott
Steele
Sterne
Swift

C Victorian and Twentieth-Century Poetry and Prose
Conrad
Eliot
Forster
Greene
Joyce
Lawrence
Lessing
Thomas
Woolf
Yeats

C Prose
D Biography
D Correspondence
D Diary
C Essay
C Fiction
C Novel
C Short Story
D Popular Fiction--also collected by General Works
Mystery and Suspense
Science Fiction
Light Romantic Fiction

D Drama--primarily collected by Theatre Arts (Literary Forms: Drama)
Dramatic Texts
C Late Renaissance Dramatists
Beaumont
Fletcher
Jonson
Shakespeare
Webster

Satire and Humor

C American Literature (General), Including History and Criticism

C Colonial Period to 1836
C American Renaissance and the Age of Realism
C Modern America (1929 to the Present)
C Poetry
C Prose
D Biography
D Correspondence
D Diary
C Essay
C Fiction
C Novel
C Short Story
D Popular Fiction--also collected by General Works
Mystery and Suspense
Science Fiction
Western Fiction--primarily collected by General Works
Light Romantic Fiction
D Drama--primarily collected by Theatre Arts (Literary Forms: Drama)
D Satire and Humor
C Afro-American Literature--also collected by Afro-American Studies
Poetry (Black Poetry in Africa and the New World)
Prose (Fiction and Non-Fiction)
Drama (Twentieth Century Afro-American and African Plays)--also collected by Theatre Arts (Literary Forms: Drama)
C Asian-American Literature--primarily collected by East Asian/Asian-American Studies

D Chicano Literature--primarily collected by Mexican-American Studies

D World Literature, Including History and Criticism--also collected by General Works

C African Literature in English--also collected by Afro-American Studies
Modern Writers
Achebe
Armah
Brutus
Mtshali
Sembene
Soyinka
Tutuola
D Australian and New Zealand Literature
D Caribbean Literature in English
C Chinese and Japanese Literature in English (Classical and Modern)--also collected by East Asian/Asian-American Studies

D English Canadian Literature
- Poetry
- Prose
  - Fiction
    - Classic
    - Contemporary
    - Popular
  - Drama--primarily collected by Theatre Arts (Literary Forms: Drama)

D Indian Literature in English

D Folk Literature--also collected by Anthropology

- Fairy Tales
- Folktales
- Legends
- Myths
- Riddles

D Special Subjects in Literature

- Women in Literature

SELECTION POLICY FOR FRENCH

General Purpose

Selection for this subject discipline is designed to support undergraduate teaching and research in French leading to the B.A.

Materials Collected

The standard inclusions are collected.

Materials Excluded

The standard exclusions are not collected.

Languages

Works written in French or in English or translated from French into English are collected. Works translated into French are excluded.

Geographical Areas

Materials from all French-speaking areas are collected, with emphasis on France.

Chronological Periods

Emphasis is on the Renaissance to the present.

Parameters of Retrospective and Currently Published Materials

Emphasis is on currently published materials and important retrospective works.

Subjects and Collecting Levels

D French Language

History of the Language
Grammar, Etymology, and Usage
Phonology

D French Literature

History of French Literature
Literary Works: Drama, Essay, Fiction, Poetry
Neoclassical Theatre History is primarily collected by Theatre Arts
Criticism

D French Civilization and Culture

Cinema--also collected by Communications (Motion Pictures)
Cultural History
Cuisine and Gastronomy
Products of French Art and Artisanship
Baccarat Crystal--also collected by Art (Glass)
Limoges China--also collected by Art (Ceramic Arts and Crafts)
Grasse Perfumes
Aubusson Tapestry--also collected by Art (Textile Arts)

SELECTION POLICY FOR JAPANESE

General Purpose

Selection for this subject discipline is designed to support undergraduate courses in Japanese which are offered by the Foreign Languages Department through the second-year level. In addition to language materials, the subject area supports Japanese Literature and Cultural History.

Materials Collected

The standard inclusions are collected. A limited number of newsletters may be collected.

Materials Excluded

The standard exclusions are not collected, except for newsletters. In addition, microfiche publications are not collected.

Languages

For the language program, materials in English or bilingual materials are collected. Literary works are collected in English translation, or occasionally in bilingual editions. Critical and other secondary materials are collected in English. When materials in Japanese are needed for the teaching of courses, they are purchased; however, the level of language taught generally does not enable students to read specialized materials in Japanese. Works translated into Japanese are excluded. Works related to cultural history are purchased in English only.

Geographical Areas

Japan is the primary area of attention.

Chronological Periods

Emphasis is placed on Japanese as it is currently spoken and written, but significant materials on classical Japanese are also acquired. There are no chronological restrictions placed on literary or cultural materials.

Parameters of Retrospective and Currently Published Materials

Currently published materials are chiefly collected. Retrospective selections focus on the last five years.

Other Factors

East Asian/Asian-American Studies (Japan) also collects materials relevant to this subject area.

Subjects and Collecting Levels

E Japanese Language--General Works

E Classical Japanese
Grammar, Etymology, Usage

D Modern Japanese
Grammar, Etymology, Usage

D Japanese Literature, including History and Criticism--General Works

Prose
Poetry
Drama--also collected by Theatre Arts (Theatre History--East Asia)

D Japan--General Works

D	Cultural History
D	Description and Travel
C	Customs
E	Art--primarily collected by Art and also by East Asian/Asian-American Studies
	Architecture
	Painting
	Sculpture
D	Traditional Crafts
D	Music
D	Performing Arts
E	Culinary Arts

SELECTION POLICY FOR LINGUISTICS

General Purpose

Selection for this subject discipline is designed to support undergraduate teaching, leading to a B. A. degree with a minor in Linguistics and/or to a certificate in Applied Linguistics or to a major in English with an option in Language and Linguistics, and graduate teaching, leading to an M. A. degree in English with an option in Language and Linguistics, with special emphasis on English Language History, English Syntax, Phonology, Phonological Analysis, Syntactic Analysis, Historical Linguistics, Psycholinguistics, and Sociolinguistics.

Materials Collected

The standard inclusions are collected.

Materials Excluded

The standard exclusions are not collected. Language-learning phonorecords are generally not collected because they are purchased by the Foreign Languages Department.

Languages

Materials collected are primarily in English, with significantly fewer purchases in other languages.

Geographical Areas

Primary emphasis is on English-speaking countries, but no area is formally excluded.

Chronological Periods

There are no formal chronological limitations. If any period can be said to have priority after current purchases, it is the decade from 1960 to 1970, when Linguistics was doing most to establish itself as a "humane science" and began to define its usefulness and proximity to several other disciplines.

Parameters of Retrospective and Currently Published Materials

Current works are emphasized, with pre-1960 works being of lowest priority among retrospective purchases.

Other Factors

Foreign language materials for languages in the university curriculum are primarily bought by the appropriate discipline. Other foreign language materials, if relevant for purchase, are collected by General Works.

Subjects and Collecting Levels

C Linguistics (General)--also collected by English

C Historical Linguistics

C Linguistical Analysis and Theory

Phonological

C Syntactic
Historical Comparative

C Linguistic Geography

D Structural Linguistics

C Comparative Linguistics

Anthropological Linguistics--also collected by Anthropology

C Psycholinguistics--also collected by Psychology and by Behavioral Science

Theory and Research in Psychology of Language
Speech Production and Comprehension
Acquisition of Language by Children
Disorders of Speech and Language
E Nonverbal Language or Communication--primarily collected by Psychology and also by Behavioral Science

C Sociolinguistics--also collected by Sociology

Human Communication--also collected by Behavioral Science

E Mathematical Linguistics

C Bilingualism--also collected by Education

C Etymology and Vocabulary

C Transformational Grammar

D Semantics

Generative Semantics

C Grammar and Syntax

Comparative Grammar
Grammatical Theory
Morphology
Structure

C Phonology and Phonetics

D Dialectology

E Lexicography

O Dictionaries--collected by Reference

E Orthography

C Applied Linguistics

Foreign Language Teaching and Learning
E Translation and Interpretation
E Machine Translation
E Transliteration

E Paleography

Alphabets

E Ideography

D Semiotics

E Cryptography

C Universals of Language

C Language (General)

D Foreign Languages--Materials collected are only those requested by instructional faculty for Linguistics 295--Independent Study: Foreign Languages "not offered by the college."

D English Language (General)--primarily collected by English

English Language History
English Etymology and Vocabulary
English Grammar and Syntax
English Lexicography
O Dictionaries--collected by Reference
D English Phonology and Phonetics
English Dialectology
O Black American English--collected by Afro-American Studies (Afro-American English)
D English Orthography

SELECTION POLICY FOR MEXICAN-AMERICAN STUDIES

General Purpose

Selection for this subject discipline is designed to support an undergraduate program leading to the B. A., a Bilingual/Cross-Cultural teaching credential, and a Bilingual/Cross-Cultural option for the M. A. in Education.

Materials Collected

The standard inclusions are collected, except for microfiche. Newsletters are also collected.

Materials Excluded

The standard exclusions are not collected, except for newsletters. Microfiche is also not collected.

Languages

English and Spanish-language materials are included. English-language works, including translations, are preferred when available.

Geographical Areas

The United States and Mexico are emphasized.

Chronological Periods

There are no limitations, but the emphasis is on the 19th and 20th centuries.

Parameters of Retrospective and Currently Published Materials

Current materials are collected primarily, but outstanding retrospective materials are also collected.

Subjects and Collecting Levels

C Mexican Americans

C Culture
- Literature--also collected by Spanish
- Music--also collected by Music (Ethnomusicology)
- Art--primarily collected by Art
- Performing Arts
- Language--also collected by Spanish (Spanish Dialects)
- Folklore
- Religion

C Economic Conditions
- Employment--also collected by Labor Studies

D Education--primarily collected by Education

C History of Mexicans in the United States--also collected by History (Hispanic Americans in the United States)

C Politics and Law--also collected by Political Science (Civil and Political Rights--Minorities)

C Psychology

C Sociology--also collected by Sociology (Hispanic American Sociology)

C Mexico

C Anthropology--also collected by Anthropology
- Prehistory
- Indians of Mexico
- Folklore

D Culture--primarily collected by Spanish

D History--primarily collected by History

SELECTION POLICY FOR MUSIC

General Purpose

Selection for this subject discipline is designed to support undergraduate teaching leading to a B.A. degree. The program includes an option in electronic music and recording and a credential in music for secondary teachers. Strongest collecting emphasis is on theory, history, criticism, musicianship, piano proficiency, and electronic music, with special collections in prepared piano music and the music of John Cage.

Materials Collected

The standard inclusions are collected. Microform is bought when hard copy is not available or the cost advantage is significant except for music scores, which are of no practical use in microform. Performance scores with parts are purchased or accepted as gifts only in extremely limited quantity and usually only at the specific request of teaching faculty. Films on composers' lives and on musical periods are collected as well. Study scores are preferred to performance scores if the format is conducive to clear understanding of the music. Unpublished manuscripts are collected only for the John Vincent Collection and the Prepared Piano Music Collection. Also collected are: Manuscript facsimiles of music scores and treatises, and catalogs of music libraries and collections.

Materials Excluded

The standard exclusions are not collected, except that manuscripts of prepared piano music are collected. Concert programs and reviews and recordings of campus and community concerts are not collected. Cassette tapes will not be collected until the majority of important performances of serious music are available in that format.

Languages

Works written in English or translated into English are preferred; however, librettos and vocal scores are purchased in their original language, preferably in transliteration to Roman alphabet when non-Roman. A few classics of music literature, such as Die Musik in Geschichte, can be acquired only in foreign language editions.

Geographical Areas

All areas are collected in both music scores and music literature, but European and American predominate. In ethnic music we concentrate particularly on African, Afro-American, Chicano, Latin American, and East Asian, with an emphasis in the latter on Japanese.

Chronological Periods

No period is excluded, including the time preceding the first histories of music because speculative works abound in this area.

Parameters of Retrospective and Currently Published Materials

Current material about music is emphasized, while music scores

are chiefly retrospective to round out and extend a basic repertoire.

Subjects and Collecting Levels

C Music (General)

D Philosophy and Aesthetics of Music--also collected by Philosophy

D Psychology of Music

D Music Appreciation

C Music Education--also collected by Education (Elementary School Creative and Manual Arts) (Secondary School Creative and Manual Arts)

Musicianship Skills
Keyboard Harmony
Melodic and Rhythmic Dictation
Rhythm
Sightsinging

C Music History and Criticism

C Early Music
C Medieval and Renaissance Music
C Baroque and Classical Music
C Romantic Music
C Early Modern Music
C Twentieth Century Music
A John Cage

C Music Theory

Acoustics
Harmonic Analysis
Chords and their Relationship
Melody
Counterpoint
Modal, Tonal, and Post-tonal Practices
Musical Forms
Musical Composition
Vocabulary of Chromatic and Modulatory Concepts
Vocabulary of Diatonic Scales and Modes

C Musical Performance

Musical Interpretation
Conducting

C Vocal Music

Songwriting
Voice Culture
Choral Music

C Dramatic Music

Opera
Operetta
Theater Music
Musical Comedy
Dance music

C Production of Musical Drama

C Musical Instruments

C Specific Musical Instruments, Their Principles, and Literature
Brass Instruments
Electronic Instruments
Keyboard Instruments
Percussion Instruments
String Instruments
Woodwind Instruments

C Musical Instruments--Construction, Care, and Repair

C Musical Instruments--Techniques

A Prepared Piano Music

C Instrumental Ensembles and Their Music

C Symphonic Music

C Chamber Music
Performance and Coaching

C Popular music--also collected by Anthropology (Popular Culture)

Composition and Arrangement
Folk and Country-Western Music
Folk Dance Music
Jazz
Rhythm and Blues
Rock and Music

D Songbooks

C Ethnomusicology--also collected by Afro-American Studies (Afro-Americans, Music), Anthropology, East Asian/Asian-American Studies (East Asia, Music), and Mexican-American Studies (Mexican Americans, Culture, Music)

C Music Management

D Music Therapy

C Music Recordings

Techniques of Sound Recording

SELECTION POLICY FOR PHILOSOPHY

General Purpose

Selection for this subject discipline is designed to support the undergraduate instructional program leading to the B.A. with either a major or minor in Philosophy.

The program offered by the Philosophy Department includes the traditional courses in Western and Eastern Philosophy, as well as practical and general interest courses which approach subjects from the standpoint of Philosophy. Materials collected reflect both the theoretical and applied approaches.

Materials Collected

The standard inclusions are collected, except for microfiche.

Materials Excluded

The standard exclusions are not collected. In addition, microfiche is not collected.

Languages

Emphasis is placed on the collection of materials published in the English language; however, essential materials unavailable in English are purchased in major European and Asian languages when absolutely required. Although translations of foreign language materials are collected as a first choice, the fact that both originals and translations of major philosophers are sometimes required in exceptional cases is taken into consideration.

Geographical Areas

Europe, the United States, Asia, and the Middle East are the principal areas of interest. Representative works from other geographical areas are collected as required.

Chronological Periods

Materials relating to, or originating in, all time periods are collected.

Parameters of Retrospective and Currently Published Materials

Emphasis is on current materials; however, retrospective materials without restriction as to date are acquired if appropriate and necessary to the collection.

Subjects and Collecting Levels

D Philosophy (General)

D Methodology

D Philosophy of Language

D Philosophy In Literature

D Philosophy of Law

D Philosophy of Science--also collected by Natural Sciences and Mathematics

D Political Philosophy--also collected by Political Science (Political Doctrines and Political Theory)

D Social Philosophy

D Religious Thought--also collected by Religious Studies

D Philosophy of Religion--also collected by Religious Studies

E Bible--primarily collected by Religious Studies
E World Religions--primarily collected by Religious Studies

D History of Philosophy

- Ancient Philosophy
  - Greek Philosophy
  - Neoplatonism
  - Roman Philosophy
- Medieval Philosophy
  - Islamic Philosophy
- Modern Philosophy
  - Renaissance Philosophy
  - Philosophy of the 16th and 17th Centuries
  - Philosophy of the 18th Century
  - Philosophy of the 19th Century
  - Philosophy of the 20th Century

D Asian Philosophy--also collected by East Asian/Asian-American Studies and Religious Studies (Asian Religions)

- Buddhist Philosophy
- Indian Philosophy
- Chinese Philosophy
- Japanese Philosophy

D Meditation

D American Philosophy

- American Idealism
- Pragmatism
- Critical Realism

D Speculative Philosophy

- Epistemology
  - Empiricism
- Metaphysics
- Ontology
- Cosmology
- Philosophy of the Mind

C Contemporary Philosophical Currents

D Logical Positivism
C Analytic Philosophy
- Philosophy of Wittgenstein
- Phenomenology
- Existentialism
- Marxist philosophy--also collected by Political Science (Political Doctrines--Marxism)

D Logic

Philosophical Logic
Mathematical and Symbolic Logic--also collected by Mathematics

D Aesthetics--also collected by Art (Philosophy of Art) and by Music (Philosophy and Aesthetics of Music)

D Ethics (General)

D Sociology of Ethics
D History of Ethics
D Ancient Ethics
D Medieval Ethics
C Modern Ethics
C Contemporary Ethics
C Systems of Ethics
C Metaethics
C Normative Ethics
C Applied Ethics--also collected by each subject discipline to which ethics apply
Ethics of Family Relationships--also collected by Marriage, Family, and Child Counseling
Sexual Ethics--also collected by Marriage, Family, and Child Counseling
Professional and Occupational Ethics--also collected by Behavioral Science and by Marriage, Family, and Child Counseling
Ethics of Political Relationships--also collected by Public Administration
Medical Ethics/Bioethics--also collected by Behavioral Science, by Health Science, and by Psychology

D Values

Values and Society
Values and the Future--also collected by Future Studies (Technology and Civilization)

D Self (Philosophy)

D Thanatology--primarily collected by Behavioral Science and by Psychology, and also by General Works

D Parapsychology (Scholarly Studies)--also collected by General Works

Spiritualism
Extrasensory Perception

D Occult Sciences (Scholarly Studies)--also collected by General Works

D Astrology--also collected by General Works
Numerology
Tarot

SELECTION POLICY FOR RELIGIOUS STUDIES

General Purpose

Selection for this subject discipline is intended to support an undergraduate teaching program providing a minor in Religious Studies.

Materials Collected

The standard inclusions are collected.

Materials Excluded

The standard exclusions are not collected. Also not collected are non-scholarly works, inspirational writing, histories of individual churches and parishes, and pastoral literature.

Languages

The primary language is English. Translations of religious texts into English are collected whenever possible. Other languages are collected in exceptional cases when required for classroom needs.

Geographical Areas

No restrictions are placed with respect to geography.

Chronological Periods

Materials relating to all periods are collected.

Parameters of Retrospective and Currently Published Materials

Selections concentrate on currently published materials and those which have been published within the last five years.

Subjects and Collecting Levels

D General Works

E Philosophy of Religion--primarily collected by Philosophy

D Psychology of Religion--primarily collected by Psychology

E Sociology of Religion--primarily collected by Sociology

D Religion and Art

D Religious Art and Symbolism
O Religious Buildings Architecture--collected by Art

D Religion and Science

D Natural Theology

D Agnosticism

D Atheism

D Comparative Religion

D History of Religion (General)

E Primitive Religions and Rituals--primarily collected by Anthropology

D Mythology

E Greco-Roman Mythology
E Germanic and Norse Mythology

D Asian Religions--also collected by East Asian/Asian-American Studies and Philosophy

D Buddhism
D Hinduism
D Confucianism
D Taoism
D Shintoism

E Zoroastrianism

E Theosophy

E African Religions and Mythologies--also collected by Afro-American Studies (Africans, Religion)

E American Indian Religions--primarily collected by Anthropology (American Indian Religions, or Indians--Religion and Mythology)

D Judaism

D Philosophy of Judaism
D Jewish Law
D Jewish Theology
E History of the Jews--also collected by History
E History of the Zionist Movement--also collected by History

D Islam

Sufism
Muslims

E Bahaism

D Christianity (General)

D Philosophy of Christianity
D Psychology of Christianity
D Church History
D Europe
D Reformation and Counter Reformation
D United States
E Other Geographical Areas

D Ecumenical Movements

D Bible

Bible Texts and Versions
Bible Commentary
Old Testament
Old Testament Commentary
New Testament
New Testament Commentary
Apocrypha

D Biblical Archaeology--also collected by Anthropology

Christian Antiquities

D Theology (General)

Individual Theologians and Their Works

D Doctrinal Theology (General)

E General Doctrinal Theology of Specific Denominations
D Roman Catholic Doctrinal Theology
D Protestant Doctrinal Theology
D God (Theology)
D Christology
D Man (Theology)
D Salvation (Theology)
D Future Life
D Eschatology
D Apologetics
D Sacramental Theology

D Moral Theology

D Social Theology--also collected by Sociology (Church and Social Problems)

D Church and Other Religions or Interfaith Relations
D Church and Society
D Church and Race Problems
D Church and Social Problems
D Church and State
D Religious Liberty
E Religion in the Schools
D Church and Economic Problems
D Church and Labor

E Practical Theology

Worship
Homiletics
Ecclesiastical Theology
Religious Education
Missions
Evangelism
Asceticism
Christian Mysticism
Religious Congregations and Orders

D Christian Denominations and Sects

E Eastern and Eastern Orthodox Church
D Roman Catholic Church
D Protestantism

D Lutheran Churches
D Presbyterian Churches
D Baptist Churches
D Methodist Churches
D Mormons

E Charismatic Movements and Pentecostalism

SELECTION POLICY FOR SPANISH

General Purpose

Selection for this subject discipline is designed to support an undergraduate program leading to the B. A., a Bilingual/Cross-Cultural teaching credential, a Bilingual/Cross-Cultural option for the M. A. in Education, and a certificate in Spanish for Public Service.

Materials Collected

The standard inclusions are collected, except for microfiche.

Materials Excluded

The standard exclusions are not collected. In addition, microfiche is not collected.

Languages

Only English and Spanish-language materials are collected. Works translated into Spanish are excluded.

Geographical Areas

Emphasis is on the Americas and Spain.

Chronological Periods

Medieval through twentieth-century material is acquired.

Parameters of Retrospective and Currently Published Materials

Both currently published materials and outstanding retrospective works are collected.

Other Factors

A continual effort is made to add to an extensive collection of contemporary Mexican drama.

Subjects and Collecting Levels

C Culture of Spain and Spanish America--also collected by Mexican-American Studies (Mexican Culture)

- Architecture
- Cultural History
- Folk Dancing--also collected by Anthropology and by Physical Education
- Music
- Painting
- Performing Arts
- Sculpture
- Traditional Crafts

C Literature of Spain and Spanish America

- Literary Works
  - Poetry
  - Fiction
  - Drama--Spanish Drama also collected by Theatre Arts (Theatre History--Spain)
- History
- Criticism

C Mexican-American Literature--also collected by Mexican-American Studies

- Literary Works
  - Poetry
  - Fiction
  - Drama
- History
- Criticism

C Spanish Language

History of the Spanish Language
Spanish Grammar, Etymology, Usage

C Spanish in the United States

D Teaching of Spanish--primarily collected by Education
(Secondary School Foreign Language Study)
C Bilingual Education--also collected by Education
C Spanish for Public Service
C Spanish Dialects

SELECTION POLICY FOR THEATRE ARTS

General Purpose

Selection for this subject discipline is designed to support undergraduate teaching leading toward a B.A. degree and an active program of actual play production, with emphasis on Theatre History, Acting, Producing and Directing, Make-up, Costume, Lighting, Scenery, and Children's Theater.

Materials Collected

The standard inclusions are collected.

Materials Excluded

The standard exclusions are not collected, except for theses written for universities other than CSUDH. These are only bought occasionally, however, and are sought out chiefly upon faculty request. They may be accepted as gifts on their individual merits.

Languages

Only English-language materials are collected, except where a theater "classic" is available only in a foreign language.

Geographical Areas

The primary emphasis is on drama of the English-speaking countries, but world drama is also collected when material is available in the English language.

Parameters of Retrospective and Currently Published Materials

The output of current materials on theatre production being relatively low (This does not include primary drama material.), an emphasis is placed on retrospective purchases of drama and drama criticism in reprint sets and on anthologies and significant earlier histories of the stage.

Other Factors

Theatre Arts is closely related to the television and motion picture aspects of Communications. Generally, subjects relating to preparation of the stage (whether it be television or theatre stage) or to the actors are collected by Theatre Arts; other aspects of television or motion picture production are collected by Communications.

Mexican and Mexican-American Drama are collected by Spanish.

Subjects and Collecting Levels

C Performing

- Acting
  - Voice and Diction
  - Stage Movement
- Improvisation
- Pantomime
- Theatre Games
- Dance Excluding Folk Dancing

C Play Directing

C Design and Technical Theatre

- Make-up
- Theatre Operations
- Theatre Graphics
- Costume
- Scenery

C Lighting
Sound

C Drama Activities for Children--also collected by Education (Elementary School Creative and Manual Arts)

Games
Improvisation
Pantomime
Puppetry and Marionettes
Storytelling

C Theatre History

C Ancient Greece and Rome
C Renaissance Italy
C Neoclassical France--also collected by French (French Literature...Drama)
C England--also collected by English
C Spain--also collected by Spanish (Literature of Spain and Spanish America--Drama)
C Germany
D East Asia--also collected by East Asian/Asian-American Studies and by Japanese
C Twentieth Century Theatre

C Dramatic Texts--also collected by English

SELECTION POLICY FOR BUSINESS ADMINISTRATION

General Purpose

Selection for this subject discipline is designed to support graduate and undergraduate teaching and research programs leading to the M.B.A. and B.S. degrees in Business Administration.

Materials Collected

The standard inclusions are collected.

Materials Excluded

The standard exclusions are not collected.

Languages

Only English-language materials are collected.

Geographical Areas

No restrictions are made. However, the major emphasis of the collection is on the United States.

Chronological Periods

All time periods will be considered.

Parameters of Retrospective and Currently Published Materials

The major emphasis of the collection is on works published within the past 10 years.

Subjects and Collecting Levels

C Accounting

- Auditing
- Cost Accounting
- Management Accounting
- Not-for-profit Accounting
- Tax Accounting

C Business Data Systems

- Business Data Processing
- COBOL Programming Language
- Data Base Management
- Management Information Systems
- Use of Computers in Business

D Commerce

- Commodities
- Domestic Trade
- Foreign Trade

C Finance

- Banks and Banking
- Corporate Budgeting
- Corporate Finance
- Insurance
- International Finance
- Investment Finance
- Monetary Policy
- Personal Finance
- Taxation

D General Business

- Business and Society--primarily collected by Behavioral Science (Social Institutions, Business and Economics)
- Business History

C Management

- Business Law
- Executive Management
- Government Regulation of Business
- Multinational Business Operations

C Marketing

C

Advertising
Channeling
Consumer Market Behavior
International Marketing
Merchandising
Physical Distribution
Public Relations
Sales Management

D Operations Research

Business Forecasting
Business Statistics
Mathematics of Finance
Mathematics with Business Applications

D Personnel Administration

Industrial Psychology
Organizational Behavior--primarily collected by Public Administration and also by Behavioral Science (Individual Behavior in an Organization Environment) and by Sociology (Sociology of Work)

D Real Estate

Commercial Real Estate
Industrial Real Estate
Real Estate Appraisal
Real Estate Investment
Real Estate Law
Real Estate Management
Real Estate Principles

D Small Business

Special Business Operations

SELECTION POLICY FOR INDUSTRIAL MANAGEMENT

General Purpose

Selection for this subject discipline is designed to support undergraduate teaching and research programs leading to a B.S. degree in Industrial Management.

Materials Collected

The standard inclusions are collected.

Materials Excluded

The standard exclusions are not collected.

Languages

Only English-language materials are collected.

Geographical Areas

No restrictions are made. However, the major emphasis of the collection is on the United States and other industrialized/developed nations.

Chronological Periods

All time periods will be considered.

Parameters of Retrospective and Currently Published Materials

The major emphasis of the collection is on works published within

the past 10 years.

Subjects and Collecting Levels

C Production Management--also collected by Public Administration (Productivity) and by Behavioral Science (Industrial Engineering)

C Quality Control

C Materials Management

C Special Industries Management

E Industrial Processes and Control Systems--also collected by Physics (Control Systems)

SELECTION POLICY FOR PUBLIC ADMINISTRATION

General Purpose

Selection for this subject discipline is designed to support undergraduate and graduate teaching and research programs leading to the Bachelor of Science degree and the Master of Public Administration degree. Options are offered in: Administrative Management; Criminal Justice Administration; Health Services Administration; Public Finance and Budgeting; Public Personnel Administration; and Urban Administration.

Materials Collected

The standard inclusions are collected.

Materials Excluded

The standard exclusions are not collected.

Languages

Only English language materials are collected.

Geographical Areas

The primary emphasis is on the United States, California, and Southern California metropolitan areas. Secondary emphasis is on other states; selective regional and municipal areas; and Canada. Works on the public administration of other areas are collected only to provide representative holdings.

Chronological Periods

There are no restrictions.

Parameters of Retrospective and Currently Published Materials

The emphasis is on works published during the last 10 years.

Other Factors

Since there are subject overlaps with other selection policies, coordination is essential to achieve a balanced collection. Administrative theory is collected by both Business Administration and Public Administration. Urban Administration, Housing, and Regional Planning are also collected by Urban Studies. Political Science also collects materials on the workings of government.

Subjects and Collecting Levels

C Regional Planning

- National Planning
- State Planning
- Megalopolitan Planning

E Environmental Design and Planning--primarily collected by Environmental Studies and also by Behavioral Science

- C Urban Planning
  - C Urban Planning Administration--also collected by Urban Studies
  - E New Towns Design and Planning--primarily collected by Urban Studies
- C Urban Renewal
- E Rural Planning
- O Coastal Zone Design and Planning--collected by Environmental Studies

O Land-Use Control--collected by Environmental Studies

O Environmental Policy--collected by Environmental Studies and by Political Science

D Transportation Policy and Planning

O Urban Transportation--collected by Urban Studies
O Rapid and Mass Transit Systems--collected by Urban Studies

C Police Administration--also collected by Sociology

D Juvenile Justice Administration

D Crime Prevention

D Preventive Police Work
E Public Safety

C Court Systems Administration

D Law Enforcement

C Probation and Parole Departments--also collected by Behavioral Science (Action Research in Institutional Settings)

D Criminal Law

C Public Policy--also collected by Political Science

D Quantitative Techniques and Statistical Methods--primarily collected by Behavioral Science
C Policy Formulation
C Policy Analysis

C Governmental Structures--also collected by Political Science

Executive Bodies
Legislative Bodies
Judicial Bodies

C Civil Service

C Federal Government

Relationships Between Federal and State Government

C Intergovernmental Relations

C State Government--also collected by Behavioral Science (Action Research in Institutional Settings)

C Local Government--also collected by Behavioral Science (Action Research in Institutional Settings)

Municipal Government

O International Organizations--collected by Political Science

D Urban Politics and Problems--primarily collected by Urban Studies and by Political Science

C Public Finance

C Governmental Income and Expenditure

Governmental Budgeting

C Public Credit

Public Securities
Public Debt Management
Public Investments

C State Government Finance

C Local Government Finance

O Governmental Accounting--collected by Business Administration (Accounting)

C Ethics Of Political Relationships--also collected by Philosophy

D Postal Service

O Public Health--collected by Health Science and also by Medical Technology

C Health Care Planning

C Medical Economics--also collected by Economics (Economics of Health)

Costs of Health Care
Health Insurance

C Health Administration

Management Problems in Health Care
Health Care Manpower
Hospital Administration

D Nursing Service Administration

Nursing Law and Legislation

C Housing Administration

C Housing Authorities
Public Housing

C Administrative Law--also collected by Public Paralegal Studies

C Public Employment Relations

Public Employee Unions
Collective Bargaining for Public Employees

C Public Personnel Administration

Federal, State and Local Officials and Employees
Wages and Salaries
D Communication Skills
Communication in Groups--primarily collected by Communications
C Small Groups--also collected by Human Services and by Sociology
Interpersonal and Group Dynamics
Productivity--also collected by Industrial Management (Productivity Management)
Job Analysis
Organizational Behavior--also collected by Behavioral Science, by Business Administration and by Sociology (Sociology of Work)
Organizational Dynamics
Management by Objectives--also collected by Business Administration (Management)
Performance Analysis--also collected by Business Administration (Personnel Administration)

C Administrative Management

C Bureaucracy--also collected by Behavioral Science and by Sociology

O Management Information Systems--collected by Business Administration

O Science and Public Policy--collected by Natural Sciences and Mathematics

O Systems Analysis--collected by Information Science

O Systems Theory (General)--collected by Natural Sciences and Mathematics

O Operations Research--collected by Business Administration

SELECTION POLICY FOR BIOLOGICAL SCIENCE

General Purpose

Selection for this subject discipline is designed to support undergraduate and graduate teaching and learning. The Biological Science programs are designed to prepare students for careers in teaching and public and private laboratories, or for graduate work or further study in the professional schools in the fields of Medicine, Dentistry, and related areas. Currently the Department of Biological Science offers programs including two majors leading to a B.A. degree, three minors, and a graduate program in Human Biology leading to a M.A. degree. The minors in a B.A. degree are Microbiology, Psychobiology, and a single-subject teaching credential in Life Science.

Materials Collected

The standard inclusions are collected, except for the following: Anthologies--Literature, Case Studies, Newspapers. Also collected are Laboratory Manuals.

Materials Excluded

The standard exclusions are not collected, except for the following: Laboratory Manuals. Also excluded are Anthologies--Literature, Case Studies, and Newspapers.

Languages

Only materials in English or English translation are collected.

Geographical Areas

California, the Southwest, the West, and the United States in general are areas of primary interest. Other regions in the world may be collected when appropriate.

Chronological Periods

There are no limitations in chronological periods. However, primary emphasis is on the current ten years.

Parameters of Retrospective and Currently Published Materials

Priority is given to current acquisitions. Retrospective acquisitions will be limited to the "standard" works in the field and works that would balance and/or enhance the strength of the collection.

Other Factors

Several disciplines are currently supporting Biological Science in certain related subjects: the Chemistry policy covers Biochemistry; the Physics policy collects Biophysics; and the Anthropology and Psychology policies share the costs of materials on Evolution and Psychobiology.

Subjects and Collecting Levels

Biology

D	Biology (General)
D	Biological Nomenclature
D	Biological Research
	Computer Applications In Biology

D Microscopy In Biology
Staining Methods
Electron Microscopy
D Biomathematics
Biometry
Biostatistics
D Life (Biology)
Origin Of Life
C Organic Evolution
D Natural Selection
D Biological Cycles
D Natural History
C Biogeography (Local Emphasis)--also collected by Geography
C Ecology
Adaptation To Environment
Migrations
Animal and Plant Ecology
Pesticides and the Environment
Animal Populations
C Genetics
Heredity
Genetic Code
Biological Variation
Mutations
Physiological Genetics
Cytogenetics
Chemical Genetics
Radiogenetics
Popular Genetics
Genetic Engineering

C Development Biology

Embryology
Growth
Aging (Biology)

D Anatomy

C Histology

C Cytology

D Biochemical Cytology
C Cell Differentiation

C Membrance Biology

C Molecular Biology

D Radiobiology

C Neurobiology

C Psychobiology--also collected by Psychology (Physiological Psychology) and Behavioral Science (Biological Bases for Human Behavior)

C Behavioral Biology
C Comparative Behavior
D Neuropharmacology
C Psychophysiology
C Synaptic Mechanism

D Hydrographic Biology (General)

D Marine Biology
D Sea-Water Fauna
D Sea-Water Flora
C Marine Ecology
D Marine Microbiology
D Fresh-Water Biology

E Extraterrestrial Biology

Botany

D Botany (General)
D Taxonomic Botany
E Plant Geography (General)
C Local Emphasis
D Plant Genetics
D Plant Cytology
D Plant Histology
C Plant Morphology
D Plant Anatomy
D Phytochemistry
C Plant Physiology
Photosynthetic Mechanisms
Symbiosis
C Plant Pathology
Parasitology
Virology
D Seed-Bearing Plants
Flowering Plants
Wildflowers
Naked-Seed Plants
D Non-Seed Bearing Plants
Fungi
Ferns
Mosses
Musci
Algae
Lichens

E Tropical Botany
D Medical Botany

Human Biology

D Human Biology (General)
C Human Ecology
C Human Genetics
C Human Developmental Biology
D Human Anatomy
C Human Histology
C Human Embryology
D Human Physiology (General)
- Tissue Physiology
- Cardiovascular Systems
- Hematology (General)--also collected by Medical Technology
- Endocrinology
- Respiratory System
- Digestive System (including Metabolism and Nutrition)

C Human Reproduction
- Human Fertility

C Human Nervous System
- Central Nervous System Function

O Human Exercise Physiology--collected by Physical Education

Microbiology

C Microbiology (General)
D Microbiological Research
C Molecular Microbiology
D Economic Microbiology
- Beneficial Microorganisms
- Deleterious Microorganisms

C Microorganisms
- Ecology
- Genetics
- Morphology
- Physiology

C Virology
- Animal and Plant Viruses

C Bacteriology--also collected by Medical Technology
- Bacterial Physiology

O Medical Chemistry--collected by Medical Technology (Special Chemistry)
C Immunology
- Immunochemistry
- Immunogenetics
- Mechanisms Of Immune Response
  - Antigens
  - Antibodies

D Medical Microbiology

Pathology

D Pathology (General)
D Pathological Anatomy and Histology
Histopathology
C Cellular Pathology
C Physiological Pathology
D Comparative Pathology
O Clinical Pathology--collected by Medical Technology
O Clinical Chemistry--collected by Chemistry
D Immunopathology
O Experimental Pathology--collected by Medical Technology
D Theories Of Disease
Etiology
O Symptomology--collected by Medical Technology

C Physiology (General)

C Physiological Research

D Experimental Physiology

C Comparative Physiology

O Biomechanics--collected by Physical Education (Body Movement and Motor Development)

C Psychophysiology

C Cellular Physiology

C Membrane Physiology

D Metabolism

D Biological Control System

D Physiology Of Organ Systems

C Neurophysiology
Central Nervous System
Cerebral Physiology
Sensory Neurophysiology
Neuromuscular System
D Cardiovascular System Physiology
Hematology--primarily collected by Medical Technology
C Endocrinology
Neuroendocrinology
Thyroid Physiology
D Respiratory System Physiology

C Physiology of Reproduction

D Environmental Physiology

Zoology

D Zoology (General)
E Animal Geography (General)
C Local Emphasis
D Animal Genetics
C Animal Embryology
C Animal Growth and Development
D Animal Anatomy
Comparative Anatomy
C Animal Physiology
Animal Communication
C Animal Behavior (Ethology)--also collected by Anthropology (Primate Behavior) and by Behavioral Science (Biological Bases for Human Behavior)
C Animal Psychology
D Animal Intelligence
D Animal Pathology
Parasitology
D Taxonomic Zoology
D Invertebrates
Protozoa
Mollusca
Anthropoda
Crustacea
Arachnida
Entomology
Diptera
Lepidoptera
Hymenoptera
D Vertebrates
Ichthyology
Amphibia
Reptiles
D Ornithology
Bird Physiology
Bird Behavior
Mammals
D Marine Mammals
C Mammalian Physiology
Behavior
D Primates
C Primate Physiology
Primate Behavior--also collected by Anthropology and Behavioral Science
E Individual Species
D Laboratory Animals

D Paleontology (General)

D Paleobiology (General)

D Paleozoology

D Paleobotany

SELECTION POLICY FOR CHEMISTRY

General Purpose

Selection for this subject discipline is designed to support an undergraduate major (B.S. and B.A.) and lower and upper-division service courses in Chemistry and related fields.

Its focus is on Analytical, Biological, Inorganic, Organic and Physical Chemistry, and Crystallography, mainly at the advanced undergraduate through beginning graduate level. Consideration is also given to higher-level materials that directly support the faculty's current awareness and broadening of knowledge in areas of instructional specialization. Only highly significant and useful lay and lower-level undergraduate works are acquired.

Areas in the department curriculum, but requiring a lesser degree of support, are Clinical and Marine Chemistry, Physical and Chemical Oceanography, and Geochemistry. Relatively low priority is given to materials on Chemical Engineering. On the whole, an attempt is made to provide at least minimal coverage of the entire spectrum of knowledge in this field.

Materials Collected

The standard inclusions are collected.

Materials Excluded

The standard exclusions are not collected.

Languages

Only English-language materials are acquired, except for other-language items that are unique and absolutely indispensable. Multi-lingual journals must have a majority of articles in English. Foreign language journals, however, can be acquired when required by accrediting agencies.

Geographical Areas

There are no geographic limitations.

Chronological Periods

There are no limitations, but emphasis is on current knowledge.

Parameters of Retrospective and Currently Published Materials

Emphasis is on keeping the collection current (last 10 years), but with a concerted effort to retain older materials that contain valid information. Material of purely historical interest is not normally acquired.

Other Factors

To avoid collection overlaps while assuring complete coverage, especially close coordiation is essential with the areas of Physics, Biological Science, and Medical Technology (The selection policy for this may be consulted.). Responsibility for interdisciplinary works is determined by the field from which the matter is approached and/or the intended audience.

Subjects and Collecting Levels

C Chemistry (General)

C Chemical Research

C Chemical Instrumentation
E Computer Techniques in Chemical Instrumentation

E Alchemy

C Analytic Chemistry

C Qualitative Analytic Chemistry
Spectrochemistry
Chromatographic Analysis
Liquid Chromatography
C Quantitative Analytic Chemistry
Volumetric Analysis
D Technical Analytic Chemistry
Trace Elements Analysis

C Inorganic Chemistry

C Inorganic Reactions
D Nonmetals
D Metals (Chemistry)

C Organic Chemistry

Organic Reactions
Organic Synthesis
Aliphatic Chemistry
Aromatic Chemistry
Heterocyclic Chemistry
Organometallic Compounds
Polymer Chemistry

C Physical Chemistry

C Stereochemistry
C Catalysis
C Molecular Chemistry
C Chemical Bonding
D Diatomic Chemistry
D Macromolecular Chemistry
C Solution Chemistry
D Colloid Chemistry
C Chemical Kinetics
C Thermochemistry

C Electrochemistry
D Magnetochemistry
D Radiation Chemistry
D Photochemistry
D Nuclear Chemistry
C Quantum Chemistry
D Solid State Chemistry
D Surface Chemistry

D Environmental Chemistry

D Crystallography

Physical Properties of Crystals
X-ray Crystallography
Chemical Properties of Crystals

C Geochemistry--also collected by Earth and Marine Sciences

E Cosmochemistry

C Biochemistry (General)

D Biochemistry Research
E Radioisotopes in Biochemistry
D Analytical Biochemistry
D Physical Biochemistry
E Quantum Biochemistry
D Constituents of Living Matter
Body Fluids
D Membrane Biochemistry
D Bio-inorganic Chemistry
C Bio-organic Chemistry
D Steroids
C Proteins
C Amino Acids
C Lipids
D Prostaglandins
C Carbohydrates
C Nucleic Acids
E Nucleotides
C Enzymology
E Lipolytic Enzymes
E Saccarolytic Enzymes
E Proteolytic Enzymes
D Vitamins
D Hormones
E Toxins
Antitoxins
D Biosynthesis

D	Oceanography (General)
D	Physical Oceanography
D	Chemical Oceanography
E	Sea Water
O	Submarine Geology--collected by Geography (Marine Geology)
D	Dynamic Oceanography
E	Ocean Currents
E	Tides
O	Marine Biology--collected by Biological Science
E	Ocean Engineering
C	Clinical Chemistry
D	Histochemistry
D	Chemical Engineering (General)

SELECTION POLICY FOR COMPUTER SCIENCE

General Purpose

Selection for this subject discipline is designed to support an undergraduate major (B.S.) and lower-division service courses in Computer Science.

Collection development is programmer-oriented, emphasizing the study of Languages, Algorithms, Data Structures, Systems, and Architecture as currently applied to the field. Much lower priority is given to materials covering Cybernetics, Information and Coding Theory, (Computer) Modeling Theory, Automata, and Hardware Engineering. On the whole, an attempt is made to provide at least minimal coverage of the entire spectrum of knowledge in this field.

The levels of materials collected range primarily from advanced undergraduate through beginning graduate. Consideration is also given to high-level materials that directly support the faculty's current awareness and broadening of knowledge in areas of instructional specialization. Only highly significant and useful lower-level undergraduate and lay works are acquired.

Materials Collected

The standard inclusions are collected.

Materials Excluded

The standard exclusions are not collected.

Languages

Only English-language materials are acquired, except for multilingual works which are primarily in English.

Geographical Areas

There are no geographical limitations.

Chronological Periods

There are no limitations, but emphasis is on current knowledge.

Parameters of Retrospective and Currently Published Materials

There is a strong emphasis on keeping the collection current (last 10 years).

Other Factors

To avoid collection overlaps while assuring complete coverage, especially close coordination is essential with the areas of Business Administration, Physics, and Mathematics. Responsibility for interdisciplinary works is determined by the field from which the matter is approached and/or the intended audience. Generally, materials covering the application of computers in a specific field will be acquired through the collection in that subject area.

Subjects and Collecting Levels

C Computer Science (General)

D Computers and Society

O Computer Mathematics--collected by Mathematics

E Automata Theory

E Artificial Intelligence

E Cybernetics

E Information Theory

D Systems Analysis

O Control Systems--collected by Physics

E Signal Processing

E Coding Theory

D Pattern Recognition

Optical Data Processing

C Computer Organization

Computer Operating Systems

D Computer Design

D Digital Computer Design
Digital Computer Hardware
Digital Computer Software
E Analog Computer Design
E Hybrid Computer Design

E Computer Simulation

D Computer Peripheral Equipment

C Computer Programming and Programming Languages

O COBOL--collected by Business Administration

D Computer Graphics
D Electronic Data Processing

O Data Base Management--collected by Business Administration
E Computer Center Management
D Computer Data Security
D Time-Sharing Computer Systems

D Microcomputers

D Computer Applications

E Machine Translation
O Business Data Processing--collected by Business Administration

O Information Science--collected by Educational Resources Administration

O Digital Logic Electronics--collected by Physics

SELECTION POLICY FOR EARTH AND MARINE SCIENCES

General Purpose

Selection for this subject discipline is designed to support a curriculum in Geology which leads in part to undergraduate minors in Earth Science and in Earth and Marine Sciences.

Primary emphasis is on materials covering Mineralogy, Petrology, Sedimentation, and Stratigraphy at the advanced undergraduate to beginning graduate level. Also considered are higher-level materials that directly support the faculty's current awareness and broadening of knowledge in areas of instructional specialization. Only highly significant and useful lay and lower-division undergraduate works are acquired.

Materials Collected

The standard inclusions are collected.

Materials Excluded

The standard exclusions are not collected.

Languages

Only English-language materials are acquired, except for other items that are unique and absolutely indispensable. Multi-lingual journals must have a majority of articles in English.

Geographical Areas

Priority is given to materials covering Southern California. Generally, collection emphasis is on the southwestern United States, then secondarily on North America. Extensive coverage is also provided, however, for particular areas anywhere in the world that are geologically significant.

Chronological Periods

The focus on Southern California implies an emphasis on the Jurassic through Quarternary Periods, but an attempt is also made to cover all important periods of the geologic time scale.

Parameters of Retrospective and Currently Published Materials

The collection is largely current (last 10 years), but a concerted effort is maintained to acquire and retain older works that contain valuable information.

Other Factors

Materials on Marine Geology, Structural Geology, Geomorphology, Weathering and Erosion, Hydrology, and Environmental Geology are acquired by Geography (the selection policy for this may be consulted), but close cooperation and sharing of responsibility are crucial. Similarly, Biological Science has primary responsibility for material on Paleontology, but the need for integration with the Stratigraphy collection is obvious.

Subjects and Collecting Levels

C Geology (General)--also collected by Geography

C Geological Research

D Field Geology

C Historical Geology

C Stratigraphy
C Geochronology
O Paleontology--collected by Biological Science

C Dynamic Geology (General)

D Geophysics--also collected by Physics (Geodesy)

E Geomagnetism
E Nuclear Geophysics
E Gravimetry

C Geochemistry--also collected by Chemistry

E Cosmochemistry

O Marine Geology--collected by Geography

O Structural Geology--collected by Geography

O Geomorphology--collected by Geography

O Hydrogeology--collected by Geography

O Glaciology--collected by Geography

O Weathering and Erosion--collected by Geography

C Sedimentary Geology

E Speleology

D Volcanology

D Volcanoes
E Hot Springs

D Seismology

E Seismometry

D	Regional Geology
O	Environmental Geology--collected by Geography (Environmental Geography) and by Environmental Studies (Environmental Geography)
D	Economic Geology
E	Extraterrestrial Geology
C	Mineralogy (General)
D	Optical Mineralogy
	Microscopic Mineralogy
D	Thermochemical Mineralogy
D	Crystalochemical Mineralogy
E	Gems
D	High Pressure Mineralogy
D	Clay Mineralogy
E	Extraterrestrial Mineralogy
	Meteorites
C	Petrology (General)
C	Microscopic Petrology
C	Igneous Petrology
C	Metamorphic Petrology
	Petrogenesis
C	Sedimentary Petrology
	Sedimentary Rocks

SELECTION POLICY FOR MATHEMATICS

General Purpose

Selection for this subject discipline is designed to support an undergraduate major (B.A.) and minor, and lower-division service courses in Mathematics.

The collection focuses on most of the major aspects of the field, including Algebra, Number Theory, and the Theory of Equations; Statistics, Probability, and Numerical Analysis; Mathematical Analysis and the Theory of Functions; Geometry and Topology; Mathematical Logic and the Foundations of Mathematics; and the History of Mathematics. Areas covered to a lesser degree are Arithmetic and Analytical Mechanics. On the whole, an attempt is made to provide at least minimal coverage of all areas of knowledge related to this field.

The levels of materials collected are primarily advanced undergraduate to beginning graduate. Consideration is also given to higher-level materials that directly support the faculty's current awareness and broadening of knowledge in areas of instruction specialization. Lay and lower-level undergraduate works are acquired only if they are significantly useful.

Materials Collected

The standard inclusions are collected.

Materials Excluded

The standard exclusions are not collected.

Languages

Only English-language materials are acquired, except for other works that are unique and absolutely indispensable. Multi-lingual journals must be mainly in English.

Geographical Areas

There are no geographical limitations.

Chronological Periods

There are no limitations, but emphasis is on current knowledge.

Parameters of Retrospective and Currently Published Materials

The emphasis is on keeping the collection current (last 10 years), but with a concerted effort to retain older materials that contain valid information.

Other Factors

To avoid collection overlaps while assuring complete coverage, especially close coordination is essential with the areas of Physics, Information Science, Behavioral Science, and Business Administration. Responsibility for interdisciplinary works is determined by the field from which the matter is approached and/or the intended audience.

Subjects and Collecting Levels

C Mathematics (General)

C History of Mathematics

D Mathematicians and Their Work

C Foundations of Mathematics

D Mathematical and Symbolic Logic--also collected by Philosophy

D Calculators

D Model Theory

C Probabilities

Stochastic Processes
Markov Processes
Game Theory
Queuing Theory

C Mathematical Statistics

Sampling
Theory of Errors
Time Series Analysis
Multivariate Analysis

E Arithmetic

C Combinatorics

Combinatorial Analysis

C Theory of Numbers

C Set Theory

D Measure Theory

D Finite Mathematics

C Algebra

C Linear Algebra
C Theory of Equations
C Theory of Groups
D Lie Groups
D Rings
D Algebraic Fields
D Homology Theory

C Lattice Theory

C Mathematical Analysis

C Differential Calculus
C Integral Calculus
D Fourier Analysis

C Approximation Theory

C Theory of Functions

Functions of Real Variables
Functions of Complex Variables
Graph Theory

C Functional Analysis

Harmonic Analysis
Calculus of Variations
Global Analysis

C Theory of Operators

Linear Operators

D Category Theory

Functors

C Differential Equations

Partial Differential Equations

C Integral Equations

C Numerical Analysis

C Computer Mathematics

C Geometry

C Foundations of Geometry
C Euclidean Geometry
C Plane Geometry
D Solid Geometry
E Trigonometry
Plane Trigonometry
Spherical Trigonometry
C Analytical Geometry
D Descriptive Geometry
D Projective Geometry
D Algebraic Geometry

C Differential Geometry
D Tensor Calculus
D Riemannian Manifolds

C Topology

C General Topology
C Dimension Theory
C Algebraic Topology
C Topological Groups
D Homotopy Theory
C Combinatorial Topology
D Topological Dynamics

D Analytical Mechanics

D Linear Programming

Optimization (Mathematical Theory)

D Nonlinear Programming

O Mathematical Linguistics--collected by Linguistics

SELECTION POLICY FOR MEDICAL TECHNOLOGY

General Purpose

Selection for this subject discipline is designed to support undergraduate study and teaching leading to a B.S. degree. The Medical Technology program is designed to prepare graduates to perform and/or supervise clinical laboratory tests in Clinical Biochemistry, Hematology, Medical Microbiology, Immunology, and other medical specialties.

Materials Collected

The standard inclusions are collected, except for anthologies--literature, case studies, and newspapers. Also collected are laboratory manuals, newsletters, and programmed materials.

Materials Excluded

The standard exclusions are not collected, except for laboratory manuals, newsletters, and programmed materials. Also not collected are anthologies--literature, case studies, and newspapers.

Languages

Materials originally in English or translated into English are collected. Spanish language materials are collected only if required.

Geographical Areas

There are no geographic limitations, but emphasis is on the United States.

Chronological Periods

Primary emphasis is on the last five to ten years.

Parameters of Retrospective and Currently Published Materials

Current publications predominate. Retrospective publications are limited to "standard works" in the field. For purchase of periodical files, priority is based on: (1) repeated requests on interlibrary loan, (2) potential research value, and (3) availability of funds.

Other Factors

There are two factors that affect the scope of this selection policy. First, the Medical Technology program requires students with academic preparation in Biology, Clinical Chemistry, Health Science, Physics, and Statistics. Library materials in support of these required courses that are offered by other academic departments are not covered by this policy. Secondly, the CSUC system does not finance Extended Education programs such as the Nurses' Relicensure program. This policy, therefore, cannot afford to provide resources for the needs of this Nursing program.

Subjects and Collecting Levels

E Health Care Delivery (United States)--primarily collected by Health Science

D Blood Banking

D Clinical Biochemistry

O Clinical Chemistry--collected by Chemistry

C Clinical Laboratories

C Administration
C Law and Regulation
D Safety Measures

C Clinical Laboratory Analysis

Bacteriology--also collected by Biological Science
Hematology--also collected by Biological Science
Special Hematology
Hemotherapy
Immunohematology
Mycology
Parasitology
Serology
Special Chemistry
Virology
Radioimmunoassay
Urinalysis

C Clinical Laboratory Procedures

D Computer Applications in Clinical Sciences

D Laboratory Medicine

C Medicine (General)

O History--collected by Health Science
O Medical Schools--collected by Health Science
O Medical Ethics--collected by Philosophy (Medical Ethics/ Bioethics) and by Health Science
O Medical Malpractice--collected by Health Science
O Philosophy of Medicine--collected by Health Science
O Sociology of Medicine--collected by Anthropology (Social Medicine), by Behavioral Science (Medical Sociology), by Health Science, and by Sociology (Medical Sociology)
O Preventive Medicine--collected by Health Science

D Medical Chemistry

E Medical Endocrinology

O Medical Microbiology--collected by Biological Science

D Medical Instrumentation

D Medical Personnel

O Physicians' Assistants--collected by Health Science
D Medical Technicians and Technologists
E Nursing Practitioners

E Nursing (General)

E Communication in Nursing
O Law and Legislation--collected by Public Administration

E Nursing Service Administration--also collected by Public Administration

O Pathology (General)--collected by Biological Science

C Clinical Pathology
E Microscopical Diagnosis
C Experimental Pathology

D Symptomology

E Public Health--primarily collected by Health Science

SELECTION POLICY FOR NATURAL SCIENCES AND MATHEMATICS

General Purpose

The focus of this collection is on descriptive and critical analyses of the history, character, and societal role of the sciences and related technologies. Emphasis is placed on studies of contemporary topics, since the history of science is also covered in History. Only materials which are of equal interest to more than one subject field are acquired.

Materials Collected

The standard inclusions are collected.

Materials Excluded

The standard exclusions are not collected.

Languages

Only English-language materials are acquired.

Geographical Areas

There are no geographical limitations.

Chronological Periods

There are no chronological limitations, although emphasis is on current knowledge.

Parameters of Retrospective and Currently Published Materials

Emphasis is on keeping the collection current, but there is an effort to acquire and retain older works that contain valuable information.

Other Factors

Multi-disciplinary works which contain substantive subject information, such as the journals Science, Nature, and Scientific American, are acquired by General Works.

Subjects and Collecting Levels

D	Science
E	Philosophy of Science--primarily collected by Philosophy
E	History of Science--also collected by History
E	Sociology of Science--primarily collected by Sociology
D	Scientific Methodology and Research
E	Scientific Communication
E	Science and Civilization
E	Science and Public Policy
E	Scientists
E	Systems Theory (General)
E	Technology
E	Technological Forecasting--primarily collected by Future Studies
E	Technology Transfer

SELECTION POLICY FOR PHYSICS

General Purpose

Selection for this subject discipline is designed to support an undergraduate major (B.A.) and lower and upper-division service courses in Physics and related topics.

An attempt is made to provide uniform coverage of most of the major areas in Physics and Astronomy. These include Mechanics of Solids, Fluid Mechanics, Thermodynamics, Acoustics, Optics, Electromagnetism (with an emphasis on Electronics), Mathematical Physics, Quantum Theory, Atomic and Nuclear Physics, Astronomy and Astrophysics, Computational Methods, Solid State Physics, and Experimental Methods and Instrumentation. Materials on industrial processes and control systems (for Industrial Management), having lesser priority, are primarily of the generalized, descriptive nature, rather than mathematically analytical. On the whole, an attempt is made to provide at least minimal coverage of all aspects of knowledge in Physics and Astronomy.

The level of the collection is mainly advanced undergraduate to beginning graduate. Also considered are higher-level materials which directly support the faculty's current awareness and broadening of knowledge in areas of instructional specialization. Lay and lower-level undergraduate materials are limited to highly significant and useful works.

Materials Collected

The standard inclusions are collected.

Materials Excluded

The standard exclusions are not collected.

Languages

Only English-language materials are acquired, except for items that are unique and absolutely indispensable. Multi-lingual journals must be primarily in English.

Geographical Areas

There are no geographical restrictions.

Chronological Periods

There are no chronological restrictions, but current knowledge is emphasized.

Parameters of Retrospective and Currently Published Materials

There is a strong emphasis on keeping the collection current (last 10 years), but with a concerted effort to retain older materials that contain valid information. Materials of purely historical interest are normally not acquired.

Subjects and Collecting Levels

C Physics (General)

E Weights and Measures

Metric System

C Theoretical Physics

C Relativity Theory
Statistical Mechanics

C Mathematical Physics

C Quantum Theory

Wave Mechanics
Matrix Mechanics

C Mechanics (General)

C Solid Mechanics

Statics of Solids
Kinematics of Solids
Dynamics of Solids

C Fluid Mechanics

C Hydromechanics
E Hydrodynamics
E Hydrostatics
C Viscosity
E Mechanics of Gases
Gas Dynamics

E Elasticity

C Thermophysics

E Thermometry
C Thermodynamics
C Low Temperature Physics

C Acoustics

O Acoustics of Music--collected by Music
E Ultrasonics

C Optics

C Geometric Optics
C Spectroscopy
C Nuclear Spectroscopy
D Electron Optics
D Electron Microscopy
C Laser Physics
D Statistical Optics

C Electricity and Magnetism

C Electricity
Electric Conductivity
Electromagnetic Radiation
Magnetism

D Molecular Physics

C Atomic and Nuclear Physics

D Atomic Physics
C Nuclear Physics
C Nuclear Fusion
D Nuclear Fission
D Reactor Physics
C Nuclear Magnetic Resonance
C Radioactivity
Mössbauer Effect

C Particle Physics

C Low Energy Physics
C Intermediate Energy Physics
C High Energy Physics
D Cosmic Rays

D Chemical Physics

D Surface Physics

C Solid State Physics

E Thin Films Physics

C Plasma Physics

E Aerosol Physics

Electronic Engineering

C Electronic Circuits
Integrated Circuits
Electronic Networks
Switching Circuit Theory
C Digital Logic Electronics
D Electronic Components
D Electronic Apparatus and Devices

Mechanical Engineering

E Control Systems

E Feedback Control Systems
Digital Control Systems
Control Engineering
Energy Technology (General)--primarily collected by Engery Studies and by Small College and University College

C Astronomy (General)

C Astronomical Instruments

D Astronomical Observatories

C Practical and Spherical Astronomy

C Celestial Mechanics

E Geodesy--primarily collected by Earth and Marine Sciences (Geophysics)

Geodetic Surveying

C Astrophysics

D Infrared Astronomy
D Nuclear Astrophysics
D Stellar and Planetary Atmospheres

C Cosmogony

C Radio Astronomy

C Descriptive Astronomy

Universe
Stars
Solar System
Sun
Moon
Planets
Comets
Meteors

SELECTION POLICY FOR AFRO-AMERICAN STUDIES

General Purpose

Selection for this subject discipline is designed to support an undergraduate program leading to the B. A. degree.

Materials Collected

The standard inclusions are collected, except for microfiche. Newsletters are also collected.

Materials Excluded

The standard exclusions are not collected, except that newsletters are selectively collected. Microfiche is also not collected.

Languages

English is the only language collected.

Geographical Areas

The primary emphasis is on the United States and sub-Saharan Africa. Materials about other parts of the world are collected on a very limited basis.

Chronological Periods

There are no limitations.

Parameters of Retrospective and Currently Published Materials

Emphasis is on current materials, but outstanding retrospective materials are also collected.

Subjects and Collecting Levels

D Afro-Americans--General

C Anthropology--also collected by Anthropology
Folklore
O Art--collected by Art
O Business--collected by Business Administration
C Economic Conditions
O Education--collected by Education (Education of Afro-American Students)
C History--also collected by History (Ethnics in the United States Population, Blacks)
C Language--also collected by English (Black American English)
C Literature--also collected by English
C Music--also collected by Music (Ethnomusicology)
C Politics and Law
C Psychology--also collected by Anthropology and by Psychology (Ethnopsychology)
D Religion
C Sociology--also collected by Sociology (Afro-American Sociology)

D Africans--General

E African Languages
C Anthropology
D African Prehistory--also collected by Anthropology (Archaeology of Africa)
C Peoples of Africa
C Folklore--also collected by Anthropology
O Art--collected by Art
O Economics of African Nations--collected by Economics
O Geography--collected by Geography
C History--also collected by History
C African Literature in English--also collected by English
E African Literature in French--primarily collected by French
E African Literature in English Translation--also collected by English
C Music--also collected by Music (Ethnomusicology)
D Politics--primarily collected by Political Science (Comparative Government and Politics)

O U.S. Foreign Relations and Africa--collected by Political Science

E Religion--also collected by Religious Studies (African Religions and Mythologies)

SELECTION POLICY FOR AMERICAN STUDIES

General Purpose

Selection for this subject discipline is designed to support undergraduate teaching in an interdisciplinary upper-division program leading to a minor in American Studies. The American experience is approached historically and culturally across many disciplines, particularly Art, Economics, History, Literature, Music, Philosophy and Political Science.

Materials Collected

The standard inclusions are collected, except textbooks.

Materials Excluded

The standard exclusions are not collected. Also textbooks are not collected.

Languages

Only materials in English are collected.

Geographical Areas

Only materials about the United States are collected.

Chronological Periods

Materials covering the period 1600 to the present are collected.

Parameters of Retrospective and Currently Published Materials

While current materials are emphasized, some older imprints are collected by buying reprints in series.

Other Factors

American studies is a major aspect of both the larger History and English selection policies. Items having an American theme are considered first for American Studies, but budgetary restrictions make it necessary to buy American materials in many other collection disciplines too.

Subjects and Collecting Levels

C The Discipline of American Studies

D Themes Unique to the American Experience

D Comparisons of American Culture and Other Cultures

A American Best Sellers (Buckner Collection)

SELECTION POLICY FOR ANTHROPOLOGY

General Purpose

Selection for this subject discipline is designed to support undergraduate teaching and research in Anthropology through the B.A. level. A major in the General Anthropology Concentration provides background in each of the major subdivisions of the field--Sociocultural Anthropology, Archaeology, and Biological Anthropology--whereas a major in Cultural Resource Management provides background in Anthropological and Archaeological Methodologies, Field and Laboratory Techniques, as well as institutional, legal and bureaucratic concerns of cultural resource managers. Minors are available in General Anthropology and Medical Anthropology.

Anthropology is the study of people. What distinguishes Anthropology from other disciplines concerned with people is its holistic perspective. It is the study of the varied nature of human experience in American society and in other cultures of the world. Comparative and evolutionary, scientific and humanistic, Anthropology provides a unique opportunity for broadening and integrating one's view of human existence.

Materials Collected

The standard inclusions are collected, and also pamphlets, an occasional newsletter, and retrospective government documents which are scholarly and not ephemeral, such as the Bureau of American Ethnology reports.

Materials Excluded

The standard exclusions are not collected, except for pamphlets and an occasional newsletter. Also not collected are collections which are very miscellaneous in content, and most reprints of articles in periodicals which the library owns.

Languages

Works written in English are preferred, but English translations of important works originally published in other languages are also acquired. Untranslated significant materials in French or Spanish may occasionally be acquired.

Geographical Areas

All regions and all peoples of the world are collected.

Chronological Periods

From the emergence of the pre-human primate to the cultural future of humankind--all chronological periods are of interest.

Parameters of Retrospective and Currently Published Materials

Emphasis is on materials published within the last ten to fifteen years, but older materials are acquired when relevant if they appear in Books for College Libraries or other standard bibliographies.

Other Factors

The collecting activities of the other social and behavioral

sciences as well as of departments in other schools (e.g., Art) provide many materials which are also useful to the Anthropology student.

Subjects and Collecting Levels

C Anthropology (General)

D Anthropological and Ethnological Museums and Collections

C Anthropological Research

Anthropology--Methodology
Anthropology--Classification
Componential Analysis in Anthropology
Anthropology--Field Work

D Anthropologists

D Anthropology As a Profession

D Anthropology--History

D Anthropology--Study and Teaching

E Anthropo-geography or Human Ecology--primarily collected by Geography (Human Geography) and by Sociology

D Rural-Urban Migration
E Man--Influence of Climate
E Man--Influence of Environment
E Man--Migrations

C Applied Anthropology

C Biological Anthropology

D Primate Behavior--primarily collected by Biological Science (Animal Behavior (Ethology) and also by Behavioral Science
E Ethnozoology
C Physical Anthropology or Somatology
C Evolution of Man
D Anthropometry
D Craniology
C Human Variation

C Cultural and Social Anthropology or Sociocultural Anthropology

C Ethnology and Ethnography (General)

C Ethnology--History
Ethnology--Methodology--also collected by Sociology and by Marriage, Family, and Child Counseling
Ethnology--Classification
Ethnology--Field Work
C Moving-Pictures in Ethnology (Visual Anthropology)
D Social Structure--primarily collected by Sociology and by Behavioral Science (Social Organization)
D Community--primarily collected by Sociology
C Community Development (Anthropological Outlook)
C Community Life (Anthropological Outlook)
D (Place name)--Social Life and Customs
D Community Organization
D Community Psychology--primarily collected by Psychology and also by Behavioral Science and by Sociology
D Subculture
C Networks (Social)

C Economic Anthropology

D Prehistoric Economics
D Primitive Economics
C Work (Anthropological Aspects)--also collected by Human Services
C Examination of Significance of Work in Contemporary Societies
C Cross-Cultural Comparisons of Workers' Life Styles
C Impact of Changing Cultural Conditions on Work Patterns
D Women and Work, or Women--Employment--primarily collected by Labor Studies (Employment of Women) and also by Sociology

D Educational Anthropology

D Mathematical Anthropology

C Medical Anthropology

D Social Medicine--primarily collected by Behavioral Science and by Sociology and also by Health Science (Sociology of Medicine)
C Primitive Medicine
C Folk Medicine
D Transcultural Psychiatry--primarily collected by Psychology

D Philosophical Anthropology

D Prehistoric Anthropology

Prehistoric Man

C Play (Anthropological Aspects of)

D Psychological Anthropology or Ethnopsychology--also collected by Afro-American Studies, Asian-American Studies, and Mexican-American Studies, and also by Behavioral Science (Cultural Behavior of U.S. Ethnic Groups) and by Psychology

- Acculturation
- Assimilation (Sociology)--primarily collected by Sociology
- Cultural Relativism
- Culture--primarily collected by Sociology
  - Cultural Institutions and Processes
  - Culture Change, or Social Change, or Social Evolution
    - Evolution of Cultural Systems
    - Culture Conflict
    - Culture Diffusion
  - Application of the Concept to Current Social Problems
  - Ethnic Attitudes
  - Ethnocentrism
- Intercultural Communication--primarily collected by Behavioral Science
- National Characteristics
- Personality and Culture
  - Personality Formation
  - Visual Patterning
  - Effects of Child-Rearing Practices
  - Stress Under Cultural Change
- Race Awareness

C Religious Anthropology--also collected by Religious Studies (Primitive Religions and Rituals)

- C Cult Movements or Cults
- D Dancing (In Religion, Folklore, etc.)
- D Demonology
- C Magic
- C Nativistic Movements, or Revitalization Movements
- C Sacrifice
- C Witchcraft

D Rural Anthropology

C Structural Anthropology

C Urban Anthropology

C Primitive Society

- Primitive Man
  - Culture
    - Cannibalism
    - Head-Hunters
    - Nomads

D Totemism
Hunting
Agriculture
Industries
Navigation
Games

C American Indian Anthropology--Anthropology collects the cultural and social aspects of this subject, whereas History collects the historical--relations with whites, wars, resettlement, etc. For Prehistory, see Archaeology.

D Indians of North America
C Indians of U.S.
D Indians of the Northeast, or Indians of North America--(names of northeastern states)
D Indians of the Southeast, or Indians of North America--(names of southern states)
D Indians of the Plains, or Indians of North America--(names of plains states)
C Indians of the Southwest, or Indians of North America--New Southwest, or Indians of North America--(names of southwestern states)
C Indians of California, or Indians of North America--California
D Indians of the Northwest, or Indians of North America--(names of northwestern states)
C Eskimo and Eskimos
D Indians of Canada
C Indians of Mexico--also collected by Mexican-American Studies
C Indians of Mesoamerica and the Caribbean
C Indians of South America
C American Indian Religions, or Indians--Religion and Mythology --also collected by Religious Studies (Primitive Religions and Rituals)
D American Pre-Columbian Art--primarily collected by Art (Primitive Art)
O American Indian Languages--collected by General Works
D American Indian Literature

D Australian Aborigines

C Hawaiians--also collected by East Asian/Asian-American Studies (Other Asian and Pacific Peoples in America)

C Filipinos

C Samoans

D Northern Ireland--Social Conditions

C Archaeology (General)

C History of Archaeology

D Archaeological Chemistry

D Zooarchaeology

D Cultural Resources Management, or Cultural Property, Protection of

C Historical Archaeology
D Historic Preservation with subdivisions: Preservation, or Conservation and Restoration
D Archaeological Museums and Collections
C Public Archaeology or Archaeology and State

C Archaeological Methodology and Research

C Archaeological Site Science
C Archaeological Excavation Methods
D Underwater Archaeology
D Aerial Photography in Archaeology
D Dating Methods of Archaeological Dating
Radiocarbon Dating
D Archaeological Illustration
Drawings
Photographs
D Artifact Typology
C Cultural Classification of Artifacts, or Archaeology--Classification
D Archaeological Excavation Reports

D Prehistoric Archaeology

D Archaeology of Africa--also collected by Afro-American Studies (African Prehistory)

D Archaeology of Asia

D Archaeology of the Near East

D Ancient Egypt Archaeology, or Egypt--Antiquities
D Biblical Archaeology, or Bible--Antiquities--also collected by Religious Studies
E Christian Antiquities--primarily collected by Religious Studies

D Archaeology of Europe, or Europe--Antiquities

D Classical Archaeology, or Classical Antiquities--primarily collected by Art (Classic Art)
Greek Archaeology, or Greece--Antiquities
Roman Archaeology, or Rome--Antiquities
E Great Britain--Antiquities
Iron Age
Celtic
E Medieval Archaeology

C American Indian Archaeology

D Archaeology of North America
C Archaeology of the Southwest
C Archaeology of Southern California
C Archaeology of Mesoamerica
D Archaeology of South America
C Archaeology of Peru

D Industrial Archaeology

C Folklore

C African and Afro-American Folklore--also collected by Afro-American Studies
C American Indian Folklore
C Chinese Folklore--also collected by East Asian/Asian-American Studies
C Hawaiian Folklore, or Folklore--Hawaii or Hawaiian Islands --also collected by East Asian/Asian-American Studies
C Japanese Folklore--also collected by East Asian/Asian-American Studies and by Japanese
C Mexican-American Folklore--also collected by Mexican-American Studies
D Folk Literature--also collected by English
Fairy Tales
Folktales
Legends
Myths
Riddles

D Ethnomusicology--primarily collected by Music and also by Afro-American Studies, by East Asian/Asian-American Studies, and by Mexican-American Studies

Primitive Music
Musical Instruments

D Primitive Art--primarily collected by Art

D Media (Cultural Images), or Mass Media--Social Aspects--primarily collected by Communications (Mass Media and Society)

D Popular Culture--primarily collected by Communications (under various headings), by Music (Popular Music), and by Sociology

Popular Architecture
Festivals
Folk and Country-Western Music
Folk Dancing--also collected by Physical Education
D Spanish and Spanish-American Folk Dancing--primarily collected by Spanish
E Folk Dance Music--primarily collected by Music
D National Music

D Ethnobotany

Plant Lore and Flower Language

D Anthropological Linguistics--primarily collected by Linguistics

Analysis of Language as an Aspect of Culture
Dynamics of Language and Cultural Change
Problem of Meaning

D Picture-Writing

Petroglyphs

D Manners and Customs

O Dress and Costume, or Clothing and Dress--collected by Theatre Arts
D Body-Marking and Tattooing
D Hunting Customs

D Technical Assistance--Anthropological Aspects

D Public Policy (Anthropological View), or Policy Sciences

D Family--primarily collected by Behavioral Science and by Sociology, and also by Human Services

Birth (In Religion, Folklore, etc.)
Kinship

C Women (Anthropological View)

D Ethnological Jurisprudence

C Aging (Cross-Cultural Perspective)

Gerontology (Anthropological Perspective)
Age Groups (Anthropological Perspective)

C Alcoholism: Origins, Ethnicity, and the Individual--aspects of this subject are collected by all the social and behavioral sciences

C Alcoholism and Cultural Conflicts
C Alcoholism and Ethnicity
C Alcoholism and Religion
D Alcoholics
Liquor Problem
D Alcohol and Youth
C Drinking Customs on a Cross-Cultural Basis
D Prohibition

C Drug Abuse (Anthropological Aspects)
D Anthropology of the Future--primarily collected by Future Policy Studies

Forecasting--also collected by Sociology
Social Prediction
Twentieth Century--Forecasts
Twenty-first Century--Forecasts
Planning
Social History--20th Century--also collected by History and by Sociology
Civilization, Modern--1950-
Technology and Civilization--primarily collected by Future Policy Studies, and also by Natural Sciences and by Mathematics
Technological Forecasting
Technology--Social Aspects
Astronautics and Civilization

SELECTION POLICY FOR BEHAVIORAL SCIENCE

General Purpose

Selection for this subject discipline is designed to support undergraduate and graduate teaching and research in Behavioral Science through the M.A. degree

"The objective of the Bachelor of Arts Degree program in Behavioral Science is to provide its graduates with a broad systematic perspective on human behavior, namely the cultural, social, psychological, political, and biological processes which influence human behavior.

The program draws from the various departments involved in the behavioral sciences (anthropology, sociology, political science, and psychology), providing breadth of vision by cutting across traditional subject areas."[1]

The M.A. degree includes options in Applied Behavioral Science, Gerontology, and Sociology. Also available are graduate certificates in (1) Social Research and (2) Social Impact Assessment.

With respect to the M.A. program, "Concepts and models from all of the behavioral sciences form the core of the curriculum. Students are exposed to an interdisciplinary perspective particularly useful for examining the utility, effectiveness, limitations, and difficulties associated with the design, employment, and evaluation of formal and informal techniques for social intervention."[2]

[1]Department flyer dated Fall, 1978.

[2]University Catalog for 1979-80, p.379.

Materials Collected

The standard inclusions are collected and also pamphlets and an occasional newsletter. Machine-readable data bases and codebooks are also legitimate considerations for collecting.

Materials Excluded

The standard exclusions are not collected, except for pamphlets and an occasional newsletter. Also not collected are collections which are very miscellaneous in contents, most reprints of articles in periodicals which the library owns, and psychological tests.

Languages

Works written in English are preferred, but English translations of important works originally published in other languages are also acquired. Untranslated significant materials in French, Japanese, or Spanish may occasionally be acquired.

Geographical Areas

Emphasis is on Southern California, California, the Far West, and the United States; however, quality of scholarship and importance of subject matter take precedence over geographical considerations.

Chronological Periods

Contemporary interests are paramount, but historical treatment is also desirable when it illuminates a contemporary social problem.

Parameters of Retrospective and Currently Published Materials

Emphasis is on materials published within the last ten to fifteen years, but older materials are acquired when relevant if they appear in Books for College Libraries or other standard bibliographies.

Other Factors

Collecting activities in Behavioral Science supplement the collecting activities by Anthropology, Biological Science, ethnic studies, Political Science, Psychology, and Sociology to provide materials for those undergraduate courses required for the major and provide the more advanced research materials required for the graduate program. Behavioral Science also collects broadly interdisciplinary and general social science materials. Costs for materials on counseling and rehabilitation are shared by Human Services and by Marriage, Family, and Child Counseling.

Subjects and Collecting Levels

C Social and Behavioral Sciences (General)

History
Social Sciences and Civilization
Theories of Behavior (e.g., Anthropological, Biological, Psychological)
General Systems Theory--also collected by Natural Sciences and Mathematics [Systems Theory (General)]
Study and Teaching

C Vital Statistics

Census and General Statistics (Local and Social Problem Emphasis)--also collected by Reference
Demography--also collected by Sociology

C Social and Behavioral Sciences Research and Research Methods

Quantitative Techniques and Statistical Methods for Behavioral Science

C
- Measures of Association
- Proportional Reduction in Error
- Analysis of Variance in Relation to Experimental Design
- Factor Analysis
- Multi-variant Regressive Analysis
- Hierarchical Models
- Path-Analysis
- Scaling Techniques
- Sampling
  - Instrument Construction
  - Interviewing Techniques
- Critical Evaluation of Operational Programs and Practices
- Use of Models
- Computer Applications in Behavioral Science
  - Case Study
  - Content Analysis
  - Social Science Data Processing
  - Statistical Analysis
  - Laboratory Research
  - Field Studies and Ethnographic Techniques
  - Simulation
  - Model Building
  - Theory Construction

D Biological Bases for Human Behavior--primarily collected by Biological Science (Psychobiology) and also by Psychology (Physiological Psychology)

- Central and Autonomic Nervous Systems
- Genetic Psychology
- Role of Hormones
- Effects of Drugs
- Primate Behavior--primarily collected by Biological Science (Animal Behavior (Ethology) and also by Anthropology
- Sociobiology

C Cultural and Social Psychological Bases of Human Behavior

D Cultural Behavior of U.S. Ethnic Groups--primarily collected by Afro-American Studies, by East Asian/Asian-American Studies, and by Mexican-American Studies, and also by Anthropology, by Marriage, Family, and Child Counseling (Cultural Studies of Family or Family), and by Sociology (Ethnic Sociology)

D Social Psychology--primarily collected by Psychology, and also by Anthropology (Community Psychology) and by Sociology
- Aggression (Psychological Aspects) or Aggressiveness (Psychology)
- Prejudices and Antipathies
- Sex Roles (Sociological Aspects)--primarily collected by Sociology

D
Socialization
Stereotyping
Feminism
Self-Concept in Interpersonal Behavior
Person Perception
Role Taking and Role Playing
Conformity and Deviance
Norms
Symbolic Interaction

C Human Development, Cognitive, Psychological, and Social--also collected by Psychology (Developmental Psychology), and by Human Services

Prenatal and Neonatal Development
Child from Birth to Adolescence--also collected by Education
Adults
Mid-life
Aged

D Personality--primarily collected by Psychology

Theories
Abnormal Personality
Causes and Manifestations of Abnormal Behavior
Effects of Child-Rearing Practices
Stress Under Culture Change

C Human Communication--also collected by Linguistics

Language and Culture
Intercultural Communication--also collected by Anthropology
D Psycholinguistics--primarily collected by Linguistics and also by Psychology
O Psychology of Communication--primarily collected by Communications and also by Psychology
D Sociology of Conversation or Communication in Groups--primarily collected by Communications
D Verbal Behavior--also collected by Psychology
D Nonverbal Communication--primarily collected by Psychology and also by Linguistics
D Other Symbolic Processes
D Theories of Miller, Skinner, Shoft, Chomsky, et al.
D Organizational Communication and Its Relation to:
Networks
Change
Human Development
Organizational Behavior--primarily collected by Public Administration and also by Business Administration and by Sociolcgy (Sociology of Work)

C Socio-Political and Economic Bases of Human Behavior

- Social Structure--also collected by Anthropology and by Sociology
  - Principles of Community Organization
  - D Bureaucracy--primarily collected by Public Administration and also by Sociology
  - C Formal and Informal Decisionmaking
  - Institutionalization Process
  - Social Institutions--also collected by Sociology
    - Business and Economic--also collected by Business Administration (Business and Society)
    - Church
    - Family--also collected by Anthropology, by Human Services, and by Sociology
    - Military
    - Police
    - School
  - Political Psychology
    - Psychological Assumptions About Human Nature and Methods for Studying Political Behavior
    - Man's Beliefs, Values, Goals, and Political Behavior
    - Morals
- D International Relations--primarily collected by Political Science
  - Analysis of Action and Interaction of States
  - Communication
  - Decisionmaking
  - Capability Analysis
  - Balance and Imbalance
  - Crisis
  - Game Theory
- D Conflict and Violence
  - Theory of Conflict and Aggression in the Analysis of International and Domestic Violence, Protest, and Political Change
- D General Economic Theory--primarily collected by Economics (Economic Theories)

Applied Behavioral Science

- D Marriage and Family Education--primarily collected by Marriage, Family, and Child Counseling
  - Preparation for Marriage
  - Sex Education and Family Planning Services--primarily collected by Health Science and by Sociology (Sex Instruction)
  - Family and Child Development and Child Rearing
  - Infant Care
  - Role of the Child in the Family

D Marriage, Family, and Child Counseling--primarily collected by Marriage, Family, and Child Counseling
- History of Marriage Counseling
- Family Therapy
- Child and Spouse Abuse
- Single Adult Family
- Pre-Marital Counseling
- Crisis Counseling
- Divorce Counseling
- Runaway Counseling

C Legal and Ethical Aspects of Counseling with Respect to:
- Marriage Contracts
- Adoption
- Dissolution and Separation
- Confidentiality and Privileged Communication
- Recent Court Cases
- Professional and Occupational Ethics--also collected by Philosophy
- Malpractice
- Consent and Informed Consent
- Human Subjects in Research
- Court Testimony by the Professionals
- Release of Information
- Professional Standards in Advertising

C Attitude Change and Persuasion--Theories
- Balance
- Social Judgement
- Cognitive Dissonance
- Inoculation
- Attribution

D Institutional Applications
- Leadership
- Industrial Engineering--primarily collected by Industrial Management (Production Management)
- Individual Behavior in an Organization Environment--primarily collected by Business Administration (Organizational Behavior)
- Management Consulting or Business Consultants
  - Decision-Making
  - Organizational Change
  - Problem Solving
- Personnel Selection and Classification--also collected by Business Administration (Personnel Administration)
- Social Case Work--also collected by Human Services
- Employment Counseling--also collected by Business Administration (Personnel Administration)
- Industrial Sociology--also collected by Business Administration (Organizational Behavior)
- Industrial Anthropology--also collected by Business Administration (Organizational Behavior)
- Design of Small-Scale Social Systems

C Behavioral Control
D Advertising
D Behavior Modification--also collected by Psychology
Brain Stimulation
C Brainwashing
D Effects of Drugs--also collected by Psychology
C Genetic Engineering
C Hypnotism and Mental Suggestion
C Interpersonal and Group Influences
D Environmental Design and Planning--primarily collected by Environmental Studies and also by Public Administration

C Gerontology

Theories
Physiological Effects of Aging
Retirement Planning--Counseling
Changing Personal Social Relationships in Retirement
Financial Planning
Government Benefits
Pensions
Estate Planning
Housing (including Leisure Retirement Complexes)
D Recreational Needs--primarily collected by Recreation (Recreation for...the Aged) and also by Human Services
Special Problems of Minorities, especially:
Blacks--primarily collected by Afro-American Studies
Mexican Americans--primarily collected by Mexican-American Studies
Pacific and Asian Americans--primarily collected by East Asian/Asian-American Studies
C Women--also collected by all the other social and behavioral sciences
C Thanatology or Death and Dying (Behavioral Science Aspects)--also collected by General Works, by Philosophy, and by Psychology
Personal and Social Attitudes Toward Death
Reactions of the Terminally Ill
Implications of Life-Prolonging Technological Advances
Funerals
Effects of War and Holocaust

Sociology--collecting to be coordinated with undergraduate Sociology

C Research Methods and Theory
Modern Sociological Theories and Their Historical Origins
Theory Construction and Theory Testing
Research Design, Techniques, and Strategies
Proposal Writing

C Data Collection and Analysis
Interviewing Techniques
Coding Techniques
Report Preparation

C Research Topics:
Ethnographic Analysis in Sociology
Social Impact Assessment
Social Organization--also collected by Sociology
Sociology of Urban Change
Marriage and the Family--also collected by Marriage, Family, and Child Counseling
Medical Sociology--also collected by Anthropology (Social Medicine), by Health Science (Sociology of Medicine), and by Sociology
Social Gerontology--also collected by Human Services (Social Welfare Services for the Aged) and by Sociology
Social Change
Interaction Processes

D Racial and Ethnic Relations--primarily collected by Afro-American Studies, by East Asian/Asian-American Studies, by Mexican-American Studies and by Sociology (Ethnic Sociology), and also by Anthropology (Ethnopsychology)

C Deviant Behavior--also collected by Sociology
Sociology of Law--also collected by Sociology
Criminology--also collected by Sociology
Juvenile Delinquency--also collected by Sociology
Action Research in Institutional Settings:
City Planning Departments--also collected by Public Administration (Urban Planning Administration) and by Urban Studies
Geriatric Facilities
Mental Hospitals
Probation and Parole Departments--also collected by Public Administration
Social Service Agencies
California State and Local Government Agencies--also collected by Public Administration

SELECTION POLICY FOR ECONOMICS

General Purpose

Selection for this subject discipline is designed to support undergraduate teaching and research programs leading to a B.A. degree in Economics.

Materials Collected

The standard inclusions are collected.

Materials Excluded

The standard exclusions are not collected.

Languages

Only English-language materials are collected.

Geographical Areas

No restrictions are made. However, the major emphasis of the collection is on the United States and other industrialized/developed nations.

Chronological Periods

All time periods will be considered.

Parameters of Retrospective and Currently Published Materials

The major emphasis of the collection is on works published within

the past 10 years.

Subjects and Collecting Levels

C Economics (General)

C Economic Systems

C Economic Theories--also collected by Behavioral Science (General Economic Theory)

C Economic History

C Economic Development

C Urban Economics--also collected by Urban Studies

C International Economics

C Economics of Natural Resources

C Energy Economics

D Transportation Economics

D Economics of Health--primarily collected by Public Administration (Medical Economics)

D Economics of Labor--also collected by Labor Studies (Labor Economics)

SELECTION POLICY FOR ENERGY STUDIES

General Purpose

Selection for this subject discipline is designed to support an undergraduate minor in Energy Studies. Materials are collected primarily at the upper-division undergraduate level. Items directly supportive of faculty teaching area specializations are also considered for purchase.

Materials Collected

The standard inclusions are collected.

Materials Excluded

The standard exclusions are not collected.

Languages

As a rule only materials in English are acquired, though foreign language items, if not available in translation and deemed important, are considered.

Geographical Areas

Major area of emphasis is the United States, though, due to the international character of energy matters, items treating other geographical areas are selectively acquired.

Chronological Periods

Emphasis is on collecting materials dealing with the contemporary scene, though items illustrative of the historical roots of the current energy situation are selectively acquired.

Parameters of Retrospective and Currently Published Materials

Generally purchases are concentrated on currently published materials, though an effort is made to acquire important older works.

Other Factors

Due to the largely interdisciplinary nature of Energy Studies close cooperation in collection efforts must be maintained with Economics, Environmental Studies, Geography, Political Science, Public Administration, Small College and University College, and to a lesser degree Chemistry and Physics.

Subjects and Collecting Levels

C Energy Problem (Political Aspects)--also collected by Political Science

C Energy Economics--also collected by Economics

Energy Policy

C Energy Conservation--also collected by Environmental Studies (Conservation of Natural Resources)

D Geography of Energy--primarily collected by Geography (Natural Resources)

C Use of Power Resources--also collected by Environmental Studies

Use of Electrical Power
Use of Solar Power

C Use of Subsurface Resources--also collected by Environmental Studies

- Use of Natural Gas Resources
- Use of Petroleum Resources

C Peaceful Uses of Nuclear Energy

D Energy Technology (General)--also collected by Small College and University College (Science, Technology, and Society) and by Physics

- Solar Energy Technology
- Wind Energy Technology
- Fuel Technology
  - Coal Products Technology
  - Natural Gas Technology
  - Petroleum Technology

SELECTION POLICY FOR ENVIRONMENTAL STUDIES

General Purpose

Selection for this subject discipline is designed to support a graduate program leading to a Master of Science in Environmental Studies.

Materials Collected

The standard inclusions are collected.

Materials Excluded

The standard exclusions are not collected. In addition, environmental impact statements and environmental impact reports are not collected for the stacks. Professional level materials are collected after being judged on an individual basis.

Languages

Only English language materials are collected.

Geographical Areas

Emphasis is primarily on the Southern California area, with secondary emphasis on California and a more general emphasis on the United States.

Chronological Periods

Materials on environmental issues since 1970 are collected.

Parameters of Retrospective and Currently Published Materials

Emphasis is on materials published within the last ten years.

Other Factors

Collecting in Environmental Studies supplements and expands the Geography collection, specifically in Environmental Impact Analysis. Coordination also exists between the collecting done in Government Documents and Environmental Studies. Specifically, representative EIR's and EIS's are collected on a very limited basis by the Government Documents Department for illustrative purposes only. The Map Library in the Geography Department also selectively collects and houses EIR's and EIS's.

Subjects and Collecting Levels

C Environmental Policy--also collected by Political Science

D Environmental Law
D Land-Use Control

C Environmental Design and Planning--also collected by Behavioral Science and by Public Administration

D Urban Planning--primarily collected by Public Administration
D Land-Use Planning
C Coastal Zone Design and Planning

D Natural Resources--primarily collected by Geography

Economics of Natural Resources--primarily collected by Economics
Conservation of Natural Resources
Utilization of Natural Resources
Use of Power Resources--primarily collected by Energy Studies
Use of Electrical Power
Use of Solar Energy

D Use of Subsurface Resources--primarily collected by Energy Studies
Use of Petroleum Resources
Use of Natural Gas Resources
Use of Water Resources

C Environmental Geography--also collected by Geography

D Environmental Health--primarily collected by Health Science

E Highway Design

Highway Location

Airport Design

E Sanitary and Municipal Engineering

Sewage Disposal and Treatment
Waste Disposal and Treatment
D Waste Recycling
D Water Supply
D Water Purification
Water Desalinization

C Environmental Impact Assessment--also collected by Geography (Environmental Geography)

D Geology--primarily collected by Earth and Marine Sciences

D Geological Research--primarily collected by Earth and Marine Sciences

D Geomorphology--primarily collected by Geography

D Hydrology--primarily collected by Geography

D Meteorology--primarily collected by Geography

D Demography--primarily collected by Sociology

D Ecology

D Environmental Pollution Engineering

Water Pollution Engineering
Groundwater Pollution
Air Pollution
Automobiles and Air Pollution
Marine Pollution
Noise Pollution
Industrial Pollutants

SELECTION POLICY FOR FUTURE POLICY STUDIES

General Purpose

Selection for this subject discipline is designed to support an undergraduate minor in Future Policy Studies.

Future Policy Studies is "an interdisciplinary field which recognizes the complexity and interdependence of the problems confronting the world today and in the future. Solutions to these problems require long-range planning, as well as changes in life styles and values. The purpose of the Future Policy Studies Minor is to introduce and suggest possible solutions for some of the range of current and projected future problems confronting the world."[1]

Materials Collected

The standard inclusions are collected, as well as essential newsletters.

Materials Excluded

The standard exclusions are not collected, except for essential newsletters. Also not collected are most reprints of articles in periodicals which the library owns.

Languages

Works written in English are preferred, but English translations

[1]Department flyer dated Fall, 1978.

of important works originally published in other languages are also acquired.

Geographical Areas

All regions and all peoples of the world are collected, with greatest emphasis on the industrialized world.

Chronological Periods

The chronological emphasis is on the future, but necessary coverage of current problems that impact on the future are also collected, especially when they are not acquired by another discipline.

Parameters of Retrospective and Currently Published Materials

Emphasis is on materials published within the last ten years.

Other Factors

Although the scope of the program is comprehensive, the collecting interests of Future Policy Studies are distinguished from those of the other social and behavioral sciences by their preoccupation with the future and forecasting.

Subjects and Collecting Levels

C Future Studies--also collected by Sociology

C Forecasting--also collected by Anthropology and Sociology

Social Prediction
Twentieth Century--Forecasts
Twenty-First Century--Forecasts

D Prediction Theory--primarily collected by Mathematics, and also by Sociology

C Planning

D Social History--Twentieth Century--also collected by Anthropology, by History, and by Sociology

Civilization, Modern--1950-

C Technology and Civilization--also collected by Anthropology

Technological Forecasting--also collected by Natural Sciences and Mathematics

D Technology--Social Aspects
Architecture
Computer Technology and Communication Systems
Transportation
Weapons Systems and Space Technologies

D Energy, the Environment, and Changing Climate--primarily collected by Energy Studies and by Environmental Studies

C Anthropology of the Future--also collected by Anthropology

D Astronautics and Civilization

C Sociology of the Future--also collected by Sociology

D Alternative, New, and/or Utopian Communities--primarily collected by Sociology (Utopias)

D Changing Work Patterns, Values, Lifestyles, and Consciousness

C Economics and the Future

D Medicine and Genetics

D Science Fiction and Speculative Literature

D World Population and Food Production

SELECTION POLICY FOR GEOGRAPHY

General Purpose

Selection for this subject discipline is designed to support undergraduate teaching and research leading to the B.A. degree. General areas of concentration are (1) Environmental Geography, (2) Urban-Political-Economic Geography, and (3) Geographic Techniques. Material is acquired primarily at the upper division undergraduate and beginning graduate levels and is adequate to support beginning research by students. Materials directly supportive of faculty areas of teaching specialization are also considered for purchase.

Materials Collected

The standard inclusions are collected.

Materials Excluded

The standard exclusions are not collected. Acquisitions of maps supportive of the geography curriculum is the responsibility of the Geography Department Map Library.

Languages

As a rule only English language materials are collected, though foreign language items, if not available in translation and if deemed important, are considered for purchase.

Geographical Areas

Major areas of emphasis are Southern California, California, Western United States, United States and Canada. Additional areas of

importance are Western Europe, Eastern Europe, Soviet Union, and the Far East. Representative works about other geographical areas are also considered for acquisition.

Chronological Periods

The main concern is with the present geographical landscape, although the influence of historical factors in shaping that landscape will at times necessitate the acquisition of materials dealing with geographical settings of the past.

Parameters of Retrospective and Currently Published Materials

Generally, purchases will be concentrated on current materials. However, an effort will be made to acquire important older works and geographical "classics."

Other Factors

Due to the large degree of inter-relation between Geography and associated subject areas such as Economics, Urban Studies, Sociology, Environmental Studies, Geology, etc., close cooperation in acquiring pertinent material is essential.

Subjects and Collecting Levels

D Geography (General)

Geographers
History of Geography

D Geographical Research

D Mathematical Geography
C Remote Sensing

C Atlases

E Discovery and Exploration--also collected by History

E Voyages and Travels

C Cartography

D Regional Geography

World Geography

C Physical Geography

C Climatology
C Biogeography--also collected by Biological Science
D Geology (General)--primarily collected by Earth and Marine Sciences
D Marine Geology--not collected by Earth and Marine Sciences
D Structural Geology--not collected by Earth and Marine Sciences
C Geomorphology
Glaciology
Weathering and Erosion
C Hydrology
C Meteorology

C Environmental Geography--also collected by Environmental Studies

D Human Geography--also collected by Anthropology (Anthropogeography) and by Sociology (Social Ecology)

C Population Geography
C Social Geography
D Cultural Geography
C Urban Geography
D Behavioral Geography

D Historical Geography

C Economic Geography

C Industrial Location
C Land Use
C Transportation Geography
D Agriculture Geography
C Natural Resources

C Political Geography

E Travel Guides--also collected by Recreation

SELECTION POLICY FOR HISTORY

General Purpose

Selection for this subject discipline is designed to:

Support undergraduate teaching leading to the B.A. degree in the fields of United States History, Western European History, Latin American History, and East Asian History;

Support undergraduate teaching in secondary fields recommended for a major in History such as Urban History, English History since 1485, African History and the Ethnic History of the United States; and

Support interdisciplinary and field work programs leading to a minor in History such as the History of Women, Family History, and Regional History.

Materials Collected

The standard inclusions are collected. Also collected are pamphlets on local history.

Materials Excluded

The standard exclusions are not collected, except for pamphlets on local history.

Languages

Materials collected are primarily in English. Materials in Spanish may be acquired for California History, the History of Spain, and Latin American History if they are very important.

Geographical Areas

While material is collected on all areas of the world, less is collected about Antarctica, Canada, Eastern Europe, Oceania, Scandinavia, South Asia, and the Middle East.

Chronological Periods

All time periods are collected, with emphasis on the period from 1500 to the present.

Parameters of Retrospective and Currently Published Materials

The current publishing year is emphasized when purchasing materials. The amount of current publishing in History is so large that retrospective purchasing is limited to local history items.

Other Factors

History includes Political, Social, Economic, Intellectual, and Military History as well as biography related to all these aspects of history. Special cultural areas such as Art, Education, Religion, Literature, and Technology may be included incidentally but are covered under other selection policies.

Interest in ethnic and minority materials is shared with Afro-American Studies, East Asian/Asian-American Studies, and Mexican-American Studies. Political History and International Relations since 1945 are collected by Political Science. Materials about Indians of the Americas are collected by Anthropology and Art. Interdisciplinary materials about the American experience are collected by American Studies to the extent

its budget will permit. Scarce items of Southern California History, especially archival materials and books about the service area of the University, are kept together in Special Collections.

Subjects and Collecting Levels

E	Pre-History--primarily collected by Anthropology (Archaeology)
D	Ancient History (General)
E	Asia (General)
	China, Japan, and Korea--primarily collected by East Asian/ Asian-American Studies
	India and Southeast Asia
E	Middle East (General)
D	Mesopotamia
D	Egypt
D	Greece and Rome
D	Medieval and Renaissance Europe (General)
D	France and Italy
E	Holy Roman Empire
E	Slavic Europe
E	Byzantium
E	Scandinavia
D	Iberian Peninsula
D	Modern Europe (General)
D	France
E	Belgium, Holland, and Luxembourg
D	Germany
E	Austria-Hungary
E	Iberian Peninsula
E	Scandinavia
E	Italy
D	Rusia
E	Slavic Europe
D	British Isles (General)
E	Before 1485

D 1485 to the Present
E British Empire and Commonwealth
E Scotland
E Wales
E Northern Ireland--primarily collected by Anthropology
E Ireland

E America (General)

C Indians of the Americas--also collected by Anthropology

E North America (General)

Canada

D United States (General)

E Discovery and Exploration--also collected by Geography
D Indians of the United States--primarily collected by Anthropology
E Indians of the Northeast
E Indians of the Southeast
E Indians of the Plains
D Indians of the Southwest
Indians of California--primarily collected by Anthropology
E Indians of the Northwest
D Colonial Period (1607-1775)
D Revolution and Confederation (1775-1789)
D Constitutional Period to Civil War (1789-1860)
C Slavery Question and Abolitionism
D Antebellum Period (1840-1860)
C Civil War and Reconstruction (1860-1877)
D Late 19th Century (1877-1900)
D 20th Century (General)
D Progressive Era (1900-1917)
D World War I
D 1920's
C Depression and New Deal (1929-1938)
C World War II
D 1950's
D 1960's
D Vietnam Conflict (1965-1973)
D 1970's
D 1980's
D United States Local History
E Northeast States
E Southeast States
E Midwest States
D Western United States

E Rocky Mountain States
D Southwest States
D Arizona
D New Mexico
E Pacific Northwest States
D California
C Los Angeles
A South Bay
Carson
Compton
El Segundo
Gardena
Hawthorne
Hermosa Beach
Inglewood
Lawndale
Lomita
Lynwood
Manhattan Beach
Palos Verdes Estates
Rancho Palos Verdes
Redondo Beach
Rolling Hills
Rolling Hills Estates
San Pedro
Torrance
E Alaska
E Hawaii
C Ethnics in the United States Population
D Asians--primarily collected by East Asian/Asian-American Studies
D Blacks--primarily collected by Afro-American Studies
D Hispanic-Americans--primarily collected by Mexican-American Studies (History of Mexicans in the United States)
E Jews
D Women in the United States

D Latin American

O Pre-Columbian Period--collected by Anthropology and also by Art
E Colonial Period (1493-1810)
D National Period (1811 to the Present)
E Argentina
E Bolivia
E Brazil
E Caribbean Area
E Central America
E Chile
E Colombia

E Ecuador
D Mexico
E Paraguay
E Peru
E Uruguay
E Venezuela

D Africa (General)--primarily collected by Afro-American Studies

E North Africa
D West Africa
D East Africa
E South Africa

E Asia (General)--primarily collected by East Asian/Asian-American Studies

East Asia (China, Japan and Korea)
South Asia (India and Pakistan)
Southeast Asia (Indo-China, Indonesia and Phillipines)

D Middle East (General)

Arabian Peninsula
Egypt
Iran
Iraq
Jordan
Lebanon
Syria
Turkey

E Oceania (General)

Australia
Micronesia
New Zealand

E Antarctica

E Auxiliary Historical Studies

D Historiography
D Oral History
E Philosophy of History
D Psychohistory

D Special Topics

D Economic History--primarily collected by Economics
E History of Science--also collected by Natural Sciences and Mathematics

E	History of the Jews--also collected by Religious Studies (History of the Zionist Movement)
D	History of Women--also collected by all the other social and behavioral sciences
E	Intellectual History--primarily collected by General Works
D	Social History--also collected by Sociology
D	Urban History--also collected by Urban Studies
D	Utopias and New Communities--primarily collected by Sociology

SELECTION POLICY FOR HUMAN SERVICES

General Purpose

Selection for this subject discipline is designed to support undergraduate teaching and research in Human Services through the B.A. level with options in the Neonate and Young Child, the Adolescent and Young Adult, and Gerontology.

Materials Collected

The standard inclusions are collected, as well as pamphlets.

Materials Excluded

The standard exclusions are not collected, except for pamphlets. Also not collected are collections which are very miscellaneous in contents and most reprints of articles in periodicals which the library owns.

Languages

Works written in English are preferred, but English translations of important works originally published in other languages are also acquired. Untranslated useful materials in Spanish may occasionally be acquired.

Geographical Areas

Emphasis is on U.S. urban areas.

Chronological Periods

Contemporary interests are paramount.

Parameters of Retrospective and Currently Published Materials

Emphasis is on materials published within the last ten to fifteen years, but older materials are acquired when relevant if they appear in Books for College Libraries or other standard bibliographies.

Other Factors

Collecting in Human Services supplements collecting in Anthropology, Behavioral Science, Biological Science, History, Psychology, Recreation, and Sociology in those areas that are relevant, especially materials on counseling and rehabilitation.

Subjects and Collecting Levels

D Biological Bases for Human Behavior--primarily collected by Biological Science (Psychobiology) and also by Behavioral Science and by Psychology (Physiological Psychology)

- Human Genetics
  - Chemical Genetics
  - Eugenics
  - Heredity and Reproduction
  - Mutations
- Anatomy and Physiology
  - Central and Autonomic Nervous Systems

C Human Development, Cognitive, Psychological, and Social--also collected by Behavioral Science and by Psychology (Developmental Psychology)

- Prenatal and Neonatal Development
- Child from Birth to Adolescence--also collected by Education
- Adolescent Development of Personal Identity and Social Roles--also collected by Education
- Adults and Aged

D Psychology--primarily collected by Psychology
D Cultural Influences on Physical and Social Processes
Social Gerontology
Problems of Middle and Old Age
Physiological Effects of Aging
Physiological Effects of Drugs
Effects of Socio-economic Changes
Recreation for the Aged--primarily collected by Recreation
Leisure Retirement Complexes
Therapeutic Recreation in Rehabilitative Agencies

D Interpersonal and Group Dynamics--primarily collected by Psychology

Communication Skills
Community Psychology
Small Groups--primarily collected by Public Administration, and also by Sociology
Leadership--primarily collected by Public Administration

D Sociology of Work--also collected by Business Administration (Organizational Behavior) and by Sociology

E Labor Force--primarily collected by Labor Studies, and also by Sociology
D Industrial Organization--primarily collected by Business Administration (Management)
Occupational Roles and Careers--primarily collected by Sociology
Impact of Technological Change
Work (Anthropological Aspects)--primarily collected by Anthropology

D Family--primarily collected by Behavioral Science and by Sociology, and also by Anthropology

Social Processes and Structural Patterns Affecting Contemporary American Family

D Sexuality--primarily collected by Sociology (Sex Relations) and by Marriage, Family, and Child Counseling (Sex Education and Family Planning Services)

Sexual Attitudes
Physiological and Psychological Aspects
Origin and Treatment of Sexual Dysfunction

D Minorities

Afro-Americans--primarily collected by Afro-American Studies
Social, Intellectual, and Emotional Growth of the Black Child

D Black Personality and Influence of American Social Institutions
Circumstances and Aspirations of Black Americans
Asian Americans--primarily collected by East Asian/Asian-American Studies
Problems
Mexican Americans--primarily collected by Mexican-American Studies
Effect of Language, Color, and Socio-economic Class on Individual

C Counseling (Social Welfare Work)--also collected by Marriage, Family, and Child Counseling

Skills and Methods
Clinical Skills
Interviewing Skills
Other Helping Skills
Community Intervention
Didactic Methods
Group Techniques
Methods of Evaluation

D Psychological Counseling--primarily collected by Psychology

D Clinical Psychology

Scope
Ethics
Theories
Methods

D Criminal Psychology and Delinquency--primarily collected by Psychology, and also by Sociology

Definition
Social Context and Cases
Treatment

D Mental Health and Mental Hygiene--primarily collected by Psychology

Community Mental Health
Child Psychiatry
Adolescent Psychiatry
Geriatric Psychiatry
Psychiatric Hospitals
Psychiatric Social Welfare Services
Alcoholism (Psychiatric Aspects) or Alcoholics--Psychology
Drug Addiction (Psychiatric Aspects) or Drug Abuse and Narcotic Habit Treatment--also collected by Sociology

D Sociology of Education--primarily collected by Education and also by Sociology

Social Environment of Education

C Social Welfare--also collected by Sociology

D Social Work Administration
Social Work and Society
Social Work Education
Social Work Practice
Social Case Work--also collected by Behavioral Science
Social Group Work
Social Work Techniques
Intervention Strategies in Social Work
Social Workers
Paraprofessionals in Social Service
Volunteer Workers in Social Service
D Social Work Research
D Public Welfare Work
Government and Social Welfare
Community Organization of Social Welfare
Social Services Agencies
D Private Welfare Work
Charitable Institutions
Religious Organizations
D Social Welfare Policies and Programs
C Human Services Evaluation
D Social Welfare Planning
C Social Welfare Services for Special Classes:
Family--also collected by Marriage, Family, and Child Counseling
Children
Adoption and Adoption Services
Foster Care Services
Day Care Centers--primarily collected by Education
Adolescents
Aged
Physically Ill
Medical Social Work
Developmentally Handicapped
Physically Handicapped
Victims of Crime
Victims of Disaster

SELECTION POLICY FOR LABOR STUDIES

General Purpose

Selection for this subject discipline is designed to:

Support undergraduate teaching leading to the B.A. degree in the interdisciplinary study of the origins, development, and current status of organized labor. The American Labor Movement as it relates to the historical, economic, and social issues of the twentieth century is one emphasis of this upper division program. Another emphasis is to provide Labor Studies students with a perspective that will adequately equip them to handle problems directly relevant to the interests of Labor; and

Supply undergraduate teaching of leadership skills useful to present and future union officials.

Materials Collected

The standard inclusions are collected.

Materials Excluded

The standard exclusions are not collected.

Languages

Only materials in English are collected.

Geographical Areas

Materials about the United States and some items about Labor History in Great Britain are collected.

Chronological Periods

Materials about the nineteeth and twentieth centuries predominate.

Parameters of Retrospective and Currently Published Materials

Current materials are emphasized when purchasing materials, but older items are accepted if they are gifts and their subject matter is useful to the program. Backruns of periodicals on microfilm are preferred.

Other Factors

Since the Labor Studies program is made up of courses from Anthropology, Communications, Economics, English, History, Political Science, Psychology, Public Administration, and Sociology, there are some overlaps with these fields. However, any materials from the worker/employee point of view come to the Labor Studies bibliographer first and then are relayed to other bibliographers as necessary.

Subjects and Collecting Levels

D History of Labor

D Industrial Relations

D Labor Disputes
D Collective Bargaining
C Labor Unions--also collected by Sociology
B Labor Unions--Great Britain
C Labor Unions--United States
D Public Employment Relations--primarily collected by Public Administration (Public Personnel)

D Labor Economics--also collected by Economics (Economics of Labor)

D Labor Force--also collected by Human Services and Sociology

C Labor Force--United States
D Discrimination in Employment
D Labor Market
C Employment of Afro-Americans--primarily collected by Afro-American Studies
D Employment of Aliens
D Employment of Migrants
D Employment of Minorities (General)
C Employment of Women--also collected by Sociology
D Labor Productivity
D Systems of Labor

D Labor Law

Labor Law--United States

SELECTION POLICY FOR MARRIAGE, FAMILY, AND CHILD COUNSELING

General Purpose

Selection for this subject discipline is designed to support graduate teaching and research in Marriage, Family, and Child Counseling through the M.S. degree.

"The program is aimed at providing an eclectic approach to marriage, family, and child counseling within which students may specialize according to their interests and abilities."[1]

Materials Collected

The standard inclusions are collected, and also pamphlets and essential newsletters.

Materials Excluded

The standard exclusions are not collected except for pamphlets and essential newsletters. Also not collected are collections which are very miscellaneous in contents, most reprints of articles in periodicals which the library owns, and psychological tests.

Languages

Works written in English are preferred, but English translations of important works originally published in other languages are also acquired, and untranslated works in Spanish may be acquired.

1. University Catalog for 1979-80, p.439.

Geographical Areas

Emphasis is on the United States.

Chronological Periods

Contemporary interests are paramount.

Parameters of Retrospective and Currently Published Materials

Emphasis is on materials published within the last ten to fifteen years, but older materials are acquired when relevant if they appear in Books for College Libraries or other standard bibliographies.

Other Factors

Marriage, family, and children are important concerns of the other social and behavioral sciences. This policy will concentrate on theories and techniques of counseling to prevent and solve problems in marriage and the family.

Subjects and Collecting Levels

C Marriage, Family, and Child Counseling--also collected by Behavioral Science

History of Marriage Counseling
Pre-Marital Counseling Techniques and Methods
Marital Conflict Resolution
Divorce Counseling Techniques and Methods
Single Adult Family
Family Therapy
Child and Spouse Abuse
Crisis Counseling
    Runaway Counseling
Legal and Ethical Aspects of Counseling with Respect to:
    Recent Court Cases
    Marriage Contracts

C Dissolution and Separation
Adoption
Consent and Informed Consent
Professional and Occupational Ethics--also collected by Philosophy
Court Testimony by the Professional
Human Subjects in Research
Malpractice
Release of Information
Confidentiality and Privileged Communication
Professional Standards in Advertising
Advanced Research Methods in Marriage, Family, and Child Counseling
Ethnomethodology or Ethnology--Methodology--primarily collected by Anthropology and also by Sociology
Qualitative Sociology or Sociology--Methodology and Empirical Research--primarily collected by Sociology
Problems in Research
Generalization
Reliability
Research Design and Theory Testing
Significance
Statistical Procedures
Critique of Research

C Counseling (Social Welfare Work)--also collected by Human Services

Social Welfare Services for the Family--Family Social Work Skills and Methods
Clinical Skills
Interviewing Skills
Other Helping Skills
Community Intervention
Didactic Methods
Group Techniques
Methods of Evaluation
D Psychological Counseling--primarily collected by Psychology
Crisis Intervention

C Marriage and Family Education--also collected by Behavioral Science

Preparation for Marriage
Sex Education and Family Planning Services--also collected by Health Science and by Sociology
Sexual Attitudes
Physiological and Psychological Aspects
Origin and Treatment of Sexual Dysfunction
Family Size
Family and Child Development and Child Rearing
Infant Care
Role of the Child in the Family

C Ethics of Family Relationships--also collected by Philosophy
Sexual Ethics--also collected by Philosophy
C Family Dynamics
D Cultural Studies of Family or Family--(Name of geographical area)--primarily collected by Afro-American Studies, and by Mexican-American Studies, and also by Anthropology, by East Asian/Asian-American Studies, and by Sociology
Aging: Minorities and Special Groups
C Community and Social Psychology and the Family
Social Processes and Structural Patterns Affecting Contemporary American Family--also collected by Human Services

SELECTION POLICY FOR POLITICAL SCIENCE

General Purpose

Selection for this subject discipline is designed to support undergraduate teaching and research in Political Science through the B.A. Degree. Areas of emphasis within Political Science are (1) General Political Science, (2) Political Behavior, (3) Public Policy, and (4) Global Politics.

Material is acquired primarily at the upper-division undergraduate and beginning graduate levels and is adequate to support beginning research by students. Materials directly supportive of faculty areas of teaching specialization are also considered for purchase.

Materials Collected

The standard inclusions are collected.

Materials Excluded

The standard exclusions are not collected.

Languages

As a rule only English language materials are acquired, though foreign language items, if not available in translation and deemed important, are considered.

Geographical Areas

No specific emphasis governs Political Science purchases, though

an attempt is made to acquire representative materials dealing with areas currently in the news.

Chronological Periods

The focus is generally on the present, specifically the post-World War II era. Materials dealing with earlier periods are acquired by History (e.g., Politics and Government of Victorian England) or Philosophy (e.g., works dealing with or by Aristotle, Hobbes, Rousseau) etc. However, items dealing with the development of Political Science as a discipline are considered for purchase regardless of chronological period.

Parameters of Retrospective and Currently Published Materials

Generally, purchases are concentrated on current materials, though an effort is made to acquire important older works and Political Science "classics."

Other Factors

Though it is recognized that many Political Science majors are interested in legal careers, most law materials will normally be acquired as part of the Educational Resources General Works and Public Paralegal Studies programs. However, items which directly relate to the Public Law offerings of the Political Science Department are considered for purchase.

Due to the close relationship between particular areas of Political Science and certain other disciplines (e.g., Political

Behavior and Sociology, Public Policy and Public Administration, Global Politics and History, Political Philosophy/Theory and Philosophy), coordination of acquisition policies between these areas is essential.

Subjects and Collecting Levels

C Political Science (General)

D History of Political Science
C Political Science Research and Methodology
D Political Psychology--also collected by Psychology
D Political Sociology--also collected by Sociology
O Geopolitics--collected by Geography (Political Geography)
C Political Theory
D The State
D Nationalism
C Political Doctrines
E Monarchy
C Democracy
D Liberalism
D Conservatism
D Anarchism
C Marxism
C Communism
C Socialism
C Fascism
O Utopias--collected by Sociology
D Individual and the State
C Civil and Political Rights
Women--also collected by History and by Sociology
Minorities--also collected by Afro-American, Mexican-American, and by East Asian/Asian-American Studies
E Compulsory Military Service
C Political Discontent and Violence
D Revolutions--also collected by Sociology
D Political Terrorism

C Government (General)

C Comparative Government and Politics
D Political History--also collected by History
Constitutional History and Law
Political Situations and Conditions
C Public Policy--also collected by Public Administration
C Consumer Policy--also collected by Public Administration

D Environmental Policy--primarily collected by Environmental Studies and also collected by Public Administration
D Public Administration--primarily collected by Public Administration
Governmental Structures
O Civil Service--collected by Public Administration
D Federal Government--primarily collected by Public Administration
D Relationships Between Federal, State, and Local Governments --primarily collected by Public Administration (Intergovernmental Relations)
C U.S. Federal Government--also collected by Public Administration
U.S. Federal Executive Bodies
U.S. Federal Legislative Bodies
U.S. Federal Judicial Bodies
D State Government of the United States--primarily collected by Public Administration
E Western United States
D California
E Local and Municipal Government--primarily collected by Public Administration
C Urban Politics and Problems--also collected by Urban Studies and by Public Administration
C Practical Politics
Political Parties
Elections and Voters
Pressure Groups
Public Opinion--also collected by Sociology
D Military-Political Relationships
E Military Organization and Administration
Armed Forces

C International Relations (General)--also collected by Behavioral Science

D Theory of International Relations
C War and Peace--also collected by Sociology
Disarmament
D International Cooperation
O Economic and Technical Assistance--collected by Economics (International Economics)
C Energy Problem (Political Aspects)--also collected by Energy Studies
C Military Assistance
D International Organizations
United Nations
Regional Organizations
C Foreign Relations
C Foreign Policy Formulation
Human Rights and Foreign Policy
Public Opinion and Foreign Policy
C Diplomacy

E Treaties and Alliances
C U.S. Foreign Relations
U.S. and Latin America
U.S. and Soviet Union/Eastern Europe
U.S. and Western Europe
U.S. and Middle East
U.S. and Far East--also collected by East Asian/Asian-American Studies
U.S. and Africa

SELECTION POLICY FOR PSYCHOLOGY

General Purpose

Selection for this subject discipline is designed to support undergraduate and graduate teaching and research in Psychology through the M.A. degree, which includes an option in Clinical-Community Psychology and General Psychology.

The program is built around these areas of Psychology: General History and Philosophy, Research Methods and Statistics, Experimental, Learning, Physiological, Developmental, Community and Social, Personality, Applied, Clinical, and Psychopathology.

Materials Collected

The standard inclusions are collected, as well as pamphlets and an occasional newsletter.

Materials Excluded

The standard exclusions are not collected except for pamphlets and an occasional newsletter. Also not collected are collections which are very miscellaneous in contents, most reprints of articles in periodicals which the library owns, and psychological tests.

Languages

Works written in English are preferred, but English translations of important works originally published in other languages, especially German or Russian, are also acquired.

Geographical Areas

Primary emphasis is on the United States, with secondary emphasis on Canada and Great Britain; however, quality of scholarship and importance of subject matter take precedence over geographical considerations.

Chronological Periods

Contemporary interests are paramount, but historical treatment is also desirable when it illuminates a contemporary concern such as theories of learning or community attitudes towards psychopathology.

Parameters of Retrospective and Currently Published Materials

Emphasis is on materials published within the last ten to fiteen years, but older materials are acquired when relevant if they appear in Books for College Libraries or other standard bibliographies.

Other Factors

The collecting activities of all the social and behavioral sciences overlap considerably, but Psychology stresses the collection of materials written from a psychological perspective or by psychologists. Costs for materials on counseling and rehabilitation are shared by Human Services and by Marriage, Family, and Child Counseling. Materials on child and adolescent psychology, aptitude testing, mental retardation, and speech and language disorders are collected primarily by Education except as they are needed for course support in Psychology. Business Administration and Public Administration collect materials on leadership and

industrial and vocational psychology except as they are required by Psychology.

Subjects and Collecting Levels

C General Psychology

- History
- Philosophy
- Comparative Psychology
- Study and Teaching
- Theory and Systems

C Psychological Research and Research Methods

C Mathematical Models and Statistics
C Psychological Testing or Psychometrics
D Aptitude or Ability Testing--primarily collected by Education
C Intelligence Testing
C Personality Testing or Assessment

C Experimental Psychology

C Vision and Visual Perception
C Hearing and Auditory Perception
C Sleep and Dreams
O Hypnotism and Mental Suggestion--collected by Behavioral Science
C Attention
C Decision-making and Choice Behavior

C Learning, Psychology of--also collected by Education

- Perception
- Cognition
- Memory
- Will
- Intelligence or Intellect
  - Reasoning
- Imagination and Creative Ability
- Conditioned Response
- Discrimination Learning
- Reinforcement
  - Punishment

D Physiological Psychology--primarily collected by Biological Science (Psychobiology) and also by Behavioral Science (Biological Bases for Human Behavior)

D Central and Autonomic Nervous Systems
Neurology and Neuroanatomy
Senses and Sensation
Motor Functions or Motor Ability
Emotions
Behavior
Behavior Modification
Brain Stimulation
Biofeedback and Biofeedback Training
Motivation
Environmental Psychology
Biopsychology or Psychobiology
Genetic Psychology
Role of Hormones
Effects of Drugs

C Developmental Psychology--also collected by Behavioral Science (Human Development, Cognitive, Psychological, and Social), and by Human Services

Prenatal and Neonatal Development
Child Psychology and Child Study
Adolescent Psychology
Psychology of Adults or Adulthood
Psychology of the Aged
Thanatology or Death--Psychological Aspects--also collected by General Works and by Philosophy
Differential Psychology or Difference (Psychology)

C Community and Social Psychology--also collected by Anthropology, by Behavioral Science, and by Sociology

E Psychology of Art--primarily collected by Art
C Psychology of Communication or Communication--Psychological Aspects--also collected by Communications
D Psycholinguistics--primarily collected by Linguistics
D Verbal Behavior
D Nonverbal Communication--also collected by Linguistics
O Psychology of Literature--collected by English
C Psychology of Play
C Psychology of Religion--also collected by Religious Studies
D Ethnopsychology--primarily collected by Afro-American Studies East Asian/Asian-American Studies, and Mexican-American Studies, and also by Anthropology and by Behavioral Science (Cultural Behavior of U.S. Ethnic Groups)
D Psychology of Nations or Personality and Culture
Culture Conflict--primarily collected by Sociology, and also by Anthropology
C Interpersonal Relations
Interpersonal Communication
Personal Perception

C Role Taking and Role Playing
Self-concept in Interpersonal Behavior
Social Interaction
Social Perception and Interpersonal Attraction
D Socialization--primarily collected by Sociology
C Social Structure and Social Roles
Community Psychology
Political Psychology--also collected by Political Science
C Social Change and Progress
C Sex (Psychology)
Women--also collected by all of the other social and behavioral sciences
Sex Role
Socialization
Stereotyping
Family--also collected by Marriage, Family, and Child Counseling under various headings
C Attitude and Attitude Change
Aggression (Psychological Aspects) or Aggressiveness (Psychology)
Prejudices and Antipathies
Cooperation and Competition (Psychology)
Conformity and Deviance
Altruism
Norms
Symbolic Interaction

C Personality--also collected by Behavioral Science

Theories--Analytic, Social-learning, Cognitive, Rogerian
Research Methods in Personality--Trait Analysis, Factor Analysis, Scale Development
Research Topics
Achievement
Anxiety
Authoritarianism
Personality Traits and Types

D Applied Psychology

Industrial Psychology--primarily collected by Business Administration
Leadership--primarily collected by Public Administration
Vocational Psychology or Work--Psychological Aspects--primarily collected by Business Administration
C Psychological Counseling--also collected by Human Services
Crisis Intervention
Depth Psychology or Psychoanalysis
Freudianism
Jungian Psychology
Group Relations Training or Encounter Groups

C Transactional Analysis
C EST (Erhard Seminars Training)
D Primal Therapy
C Pathological and Abnormal Psychology
- Psychoses and Functional Psychoses
- Psychoneuroses and Neuroses
  - Hysteria
  - Behavior Disorders
  - Personality Disorders
  - Speech and Language Disorders--collected by Education (Education of Exceptional Children)

O Mental Retardation or Mental Deficiency--collected by Education (Education of Exceptional Children)
C Criminal Psychology--also collected by Human Services and by Sociology
C Prison Psychology--also collected by Sociology
- Clinical Psychology
- Psychodiagnosis or Psychodiagnostics

C Psychiatry (General)
C Mental Health and Mental Hygiene--also collected by Human Services
- Community Mental Health
  - Sociology of Mental Health or Social Psychiatry--also collected by Sociology
  - Psychiatric Hospitals
- Alcoholism (Psychiatric Aspects) and Alcoholics--Psychology. Other aspects of this subject are collected by the other social and behavioral sciences.
- Drug Addiction, Drug Abuse, and Narcotic Habit (Psychological Aspects)--also collected by Sociology

C Mental Disorders or Mental Illness
- Manic-depressive Psychoses
- Paranoia
- Schizophrenia

C Physical Illness (Psychiatric Aspects) or Psychosomatic Research --also collected by Health Science (Diseases, Social Aspect)
C Psychological Rehabilitation and Psychotherapy
- Gestalt Therapy
- Psychodrama
- Group Psychotherapy
  - Family Psychotherapy

C Drug Therapy or Psychopharmacology
C Play Therapy (with Children) and Recreational Therapy
C Behavior Therapy
O Shock Therapy

Subjects classified in Psychology by the Library of Congress not collected by Psychology. See "Selection Policy for General Works."

O Parapsychology and Psychical Research

0	Spiritualism
0	Extrasensory Perception
0	Occult Sciences
0	Astrology

SELECTION POLICY FOR PUBLIC PARALEGAL STUDIES

General Purpose

Selection for this subject discipline is designed to support a program leading to a certificate in Public Paralegal Studies.

Materials Collected

The standard inclusions are collected.

Materials Excluded

The standard exclusions are not collected. Machine-readable data bases are also not collected.

Languages

English language materials only are collected.

Geographical Areas

Materials covering the United States are collected. However, there is an emphasis on California and local (southern California) areas.

Chronological Periods

Primary emphasis is from 1960 to current.

Parameters of Retrospective and Currently Published Materials

Major emphasis is on works published during the last 10 years.

Other Factors

Since a majority of the courses in the program are interdisciplinary, close coordination with the Public Administration, Political Science, General Reference, and General Works policies is important in order to achieve a balanced collection.

Collecting levels are not to be interpreted as collecting by format. In other works, materials about writing briefs and legal correspondence is collected, while briefs and legal correspondence are not.

Subjects and Collecting Levels

C Public Law

E Constitutional Law--primarily collected by Political Science
C Administrative Law--also collected by Public Administration

D Community Legal Services

O Criminal Law--collected by Public Administration and General Works

O Counseling--collected by Human Services

O Legal and Ethical Aspects Of Counseling--collected by Behavioral Science

C Annotations and Citations (Law)

C Briefs

C Citation Of Legal Authorities

O Consumer Law--collected by General Works

E Conveyancing

O Environmental Law--collected by Environmental Studies

D Forms (Law)

E Law Offices

D Legal Assistants

E Legal Authorities

D Legal Composition

D Legal Correspondence

C Legal Research

SELECTION POLICY FOR SOCIOLOGY

General Purpose

Selection for this subject discipline is designed to support undergraduate teaching and research in Sociology through the B.A. level with "special training programs leading to certificates in Social Research and Social Impact assessment, in addition to its regular degree programs."

"In the Dominguez Hills Sociology program, courses in social behavior and interaction processes are taught with emphasis on the concept of self and the relation of self to society. Such studies are valuable for application to many areas where the person and social institutions meet."

"Students may take coursework in a variety of applied areas such as criminology, corrections, delinquency, sociology of medicine or law, or urban problems, as well as courses on the broader sociological background against which communities, social movements, bureaucracies, and recent social changes can be analyzed. A series of courses in theory and methods of sociological research provide the skills needed to conduct or interpret sociological research."[1]

Materials Collected

The standard inclusions are collected, as well as pamphlets and an occasional newsletter.

[1]Department flyer dated Fall, 1978.

Materials Excluded

The standard exclusions are not collected except for pamphlets and an occasional newsletter. Also not collected are collections which are very miscellaneous in contents and most reprints of articles in periodicals which the library owns.

Languages

Works written in English are preferred, but English translations of important works originally published in other languages are also acquired. Untranslated significant works in French, Japanese, or Spanish may occasionally be acquired.

Geographical Areas

All regions and all peoples of the world are collected, but with greater emphasis on the United States and on urban rather than rural areas.

Chronological Periods

Contemporary interests are paramount, but historical treatment is also desirable when it illuminates a contemporary concern; for example; status of women, the foundations of the family or other social institutions, or processes of social change. Historical treatment of a sociological topic should be considered significant to the extent that it provides a comparative basis for analysis of social structure, social processes, or contemporary issues.

Parameters of Retrospective and Currently Published Materials

Emphasis is on materials published within the last ten to fifteen years, but older materials are acquired when relevant if they appear in Books for College Libraries or other standard bibliographies.

Other Factors

The collecting activities of all the social and behavioral sciences overlap considerably, but Sociology stresses the collection of undergraduate materials written from a sociological perspective or by sociologists. The collection of materials of interest to primarily graduate students is left to Behavioral Science.

Subjects and Collecting Levels

C Sociology (General and Theoretical)

History of Sociological Thought, or Sociology--History
Sociologists
Sociology--Study and Teaching
Moving-Pictures in the Social Sciences
Knowledge, Sociology of

C Sociological Research

Sociology--Methodology and Empirical Research, or Sociology--Comparative Method--also collected at a much lower level by other behavioral science disciplines
Phenomenological Sociology
Phenomenalism
Sociological Measurements
Statistics
Mathematical Sociology or Sociology--Mathematical Models or Sociology--Statistical Methods
Social Research and Methodology or Social Science Research
Social Sciences--Comparative Method, and Social Sciences--Methodology
Evaluation Research (Social Action Programs)
Communication in the Social Sciences

C Social Change

C Technology and Social Change, or Technology--Social Aspects
C Technology and Civilization
D Energy Policy--primarily collected by Energy Studies
Energy Conservation
C Social Change in Underdeveloped Areas, or Social Evolution or name of country--Social Conditions
D Forecasting--primarily collected by Future Policy Studies, and also by Anthropology
Social Impact Assessment

D Social Conflict--primarily collected by Political Science (Political Discontent and Violence)

Conflict of Generations
Passive Resistance
Nonviolence
Political Terrorism
Riots
Revolutions
War and Peace

C Social Interaction

C Interpersonal Relations
C Social Control
C Socialization--also collected by Anthropology and by Psychology
C Collective Behavior
D Communication in Groups, or Communication--Social Aspects--primarily collected by Communications, and also by Behavioral Science
C Small Groups--also collected by Human Services and by Public Administration
Small Group Behavior

C Social Planning or Social Policy

D Regional Planning--primarily collected by Public Administration

C Social Reform, or Social Problems

Social Reformers
Social Movements
Radicalism
Pacifism and Peace Societies
Gay Liberation Movement
Women's Liberation Movement
Temperance

C Social Groups

D Age Groups--primarily collected by Human Services (under various headings)
Sociology of Children
Sociology of Youth
Social Gerontology--primarily collected by Behavioral Science
C Sociology of Men
C Sociology of Women
Women--Social Conditions

C Sex Roles (Sociological Aspects)--also collected by Behavioral Science

Socialization
Stereotyping
Feminism

C Social Stratification, or Social Classes, or Social Status

Social Role
Poverty
Wealth
Social Mobility
Slavery

C Ethnic Sociology, or Ethnic Studies

C Ethnic Groups
C Ethnic Attitudes
D Ethnology--Methodology--primarily collected by Anthropology and also by Marriage, Family and Child Counseling
C Race Problems
C American Indian Sociology, or Indians of North America--Crime, or --Economic Conditions, or --Social Conditions, or --Urban Residence
D Hispanic American Sociology, or Mexican Americans--Social Conditions or --Social Life and Customs--primarily collected by Mexican-American Studies (Sociology of the Mexican American)
D Afro-American Sociology--primarily collected by Afro-American Studies (Sociology of the Afro-American)
Afro-Americans--Housing
Afro-Americans--Social Conditions
D Asian/Pacific Americans--primarily collected by East Asian/Asian-American Studies
C Jewish Sociology
Judaism--Relations

C Intergroup Relations

D Racial and Ethnic Relations, or Inter-Cultural Communications--primarily collected by Afro-American Studies, by East Asian/Asian-American Studies, and by Mexican-American Studies, and also by Anthropology and by Behavioral Science
C Inter-Faith Relations--also collected by Religious Studies (Church and Other Religions)

D Emigration and Immigration

Migration--Social Aspects, or Migration, Internal
Migrant Labor and Alien Labor--also collected by Labor Studies (Employment of Aliens and Employment of Migrants)
Agricultural Laborers, Foreign

D Social Psychology--primarily collected by Psychology, and also by Anthropology (Community Psychology) and by Behavioral Science

D Instinct in Social Psychology
C Assimilation (Sociology)
C Socialization
C Social Adjustment, Conformity, and Deviance
C Social Perception
C Public Opinion--also collected by Political Science
C Propaganda
C Social Values
C Transition
C Authority and Freedom
Liberty

C Social Organization, or Social Structure, or Social Systems--also collected by Anthropology and by Behavioral Science

O Organizational Communications--collected by Communications
C Organizational Research
C Power (Social Sciences)
D Bureaucracy--primarily collected by Public Administration, and also by Behavioral Science
D Social Institutions--primarily collected by Behavioral Science
C Business and Economic--also collected by Business Administration (Business and Society)
D Church
Church and Social Problems--also collected by Religious Studies
Church and Economic Problems
Church and Labor
Slavery and the Church
Church and Race Problems
Church and Society
Church and State
Sex and Religion

D Birth Control--Religious Aspects
E Sociology of Religion--also collected by Philosophy
Sociology, Christian
Sociology, Jewish
C Family--also collected by Anthropology, by Behavioral Science, and by Human Services
D Labor Unions, or Trade Unions--primarily collected by Labor Studies
E Military--also collected by Political Science (Military Organization and Administration)
E Police--primarily collected by Public Administration (Police Administration)
E School--primarily collected by Education (Sociology of Education)
E Societies: Secret, Benevolent, etc.
C Community--also collected by Anthropology
Community Development, or Community Planning
Community Development--Research
Community Life
Community Organization
Community Organization--Case Studies
Community Power

C Historical Sociology

C Social Evolution
C Social Ecology, or Human Ecology--also collected by Anthropology and by Geography (Human Geography)
D Social History--also collected by History and by Anthropology (Social History of the Twentieth Century)
Social Surveys

C Medical Sociology, Social Medicine, or Sociology of Medicine--also collected by Anthropology, by Behavioral Science, and by Health Science

C Military Sociology

D Political Sociology--also collected by Political Science

Political Socialization
Political Psychology
Anarchism and Anarchists
Women--Suffrage

C Socialist Sociology

D Socialism--primarily collected by Political Science
Communism--primarily collected by Political Science

D Rural Sociology

C Urban Sociology--also collected by Urban Studies and by Anthropology

D Urbanization (General)--also collected by Urban Studies
C Housing (Sociological Aspects)
Discrimination in Housing
Slums

D Suburban Sociology, or Suburban Life--also collected by Urban Studies (Suburbia)

D Sociology of Education--primarily collected by Education, and also by Human Services

Social Environment of Education

C Sociology of Law, or Sociological Jurisprudence--also collected by Behavioral Science

D Sociology of Mental Health or Social Psychiatry--primarily collected by Psychology

Mental Illness
Social Aspects of Mental Illness

C Sociology of Science, or Science--Social Aspects--also collected by Natural Sciences and Mathematics

D Sociology of Work--also collected by Business Administration (Organizational Behavior), and also by Human Services

Industrial Sociology
Industrialization
Industry--Social Aspects
Industrial Organization--primarily collected by Business Administration (Management)
Occupational Sociology
C Occupational Roles and Careers
E Labor Force--primarily collected by Labor Studies
D Discrimination in Employment--also collected by Labor Studies
(Employment of Minorities (General)
Age and Employment
Homosexuality and Employment
Employment of Women--primarily collected by Labor Studies
Impact of Technological Change

D Sociology of Leisure, or Recreation

Sociology of Sports--also collected by Physical Education
Discrimination in Sports

C Culture--also collected by Anthropology

Culture Change, or Social Change, or Social Evolution
Culture Lag
Culture Conflict
Culture Diffusion
Popular Culture
D Mass Communication, or Mass Media--primarily collected by Communications
Mass Media and Children
Television and Children
Mass Media and Youth
Violence In Mass Media
E Sociology Of Art, or Art(s) and Society--primarily collected by Art
D Sociolinguistics--primarily collected by Linguistics

C Human Population

Demography--also collected by Behavioral Science
Human Fertility
Eugenics
Population Control
Birth Control--Research
Abortion (Sociological Aspects)

C Sex Relations--also collected by Human Services (Sexuality)

Sex Customs
Sexual Attitudes
Sexual Intercourse
Sex Instruction--also collected by Marriage, Family, and Child Counseling (Sex Education and Family Planning Services)
Bisexuality
Homosexuality
Lesbianism
Deviant Sexual Behavior
Prostitution
Adultery
Erotica
Pornography

C Social Deviance, or Deviant Behavior--also collected by Behavioral Science

Liquor Problem (aspects of this subject are collected by all the social and behavioral sciences)
Alcohol and Youth
Alcoholism

C Alcoholism and Employment--primarily collected by Business Administration (Personnel Administration)

D Drug Addiction, or Drug Abuse--primarily collected by Psychology, and also by Human Services
- Tobacco Habit
  - Cigarette Habit
- Marihuana
- Drugs and Youth
- Narcotic Habit

D Criminology--primarily collected by Behavioral Science
- Crime and Criminals
  - Cause of Crime and Delinquency
  - Organized Crime
  - Criminal Psychology--primarily collected by Psychology, and also by Human Services
  - Offences and Offenders
    - Crimes Without Victims
      - Obscenity (Law)
    - Juvenile Delinquency
    - Offenses Against Public Safety
    - Offenses Against the Person
      - Violence
      - Homicide
      - Assassination
      - Rape
      - Child and Spouse Abuse--primarily collected by Behavioral Science
    - Infamous Crimes and Criminals
    - Victimology

E Criminal Investigation--primarily collected by Public Administration (Criminal Procedure)
- Police Science
  - Police Administration--primarily collected by Public Administration

O Crime Prevention--collected by Public Administration

D Correction of Crime, and Delinquency, or Corrections
- Parole
- Probation and Suspended Sentences
- Punishment
  - Capital Punishment
- Treatment of Offenders
  - Rehabilitation of Offenders, or Rehabilitation of Criminals
    - Welfare Services for Offenders
- Penology
  - Penal Institutions, or Correctional Institutions
    - Reformatories
    - Prison Systems
    - Prison Inmates, or Prisoners

D Prison Psychology--primarily collected by Psychology
Reform of Penal Systems

D Social Welfare--primarily collected by Human Services

Charities
Public Welfare
Protection, Assistance, and Relief
Physically Handicapped
Socially Handicapped
Welfare Services for Offenders

D Future Studies--primarily collected by Future Policy Studies

Sociology of the Future
Forecasting--also collected by Anthropology
Social Prediction
Twentieth Century--Forecasts
Twenty-First Century--Forecasts
Prediction Theory--primarily collected by Mathematics (Probabilities)
Planning

C Utopias--also collected by Future Policy Studies (Alternative, New and/or Utopian Communities)

SELECTION POLICY FOR URBAN STUDIES

General Purpose

Selection for this subject discipline is designed to support an Urban Studies minor and, within that program, the Certificate in Housing Administration. Materials collected have a practical stress and are primarily at the upper division undergraduate and beginning graduate levels. Items which are directly supportive of faculty teaching area specializations are also considered for purchase.

Materials Collected

The standard inclusions are collected.

Materials Excluded

The standard exclusions are not collected.

Languages

As a rule only English-language materials are acquired, though foreign-language items, if not available in translation and deemed important, are considered.

Geographical Areas

Due to the practical emphasis of this program, particularly the Housing Administration Certificate, collecting emphasis is on the United States. Additional areas of interest are the United Kingdom, Canada, Australia, Western Europe, and Japan.

Chronological Periods

Emphasis is on collecting materials dealing with the contemporary scene. However, relevant materials dealing with earlier periods are considered.

Parameters of Retrospective and Currently Published Materials

Generally, purchases are concentrated on currently published materials, though an effort is made to acquire important older works and "classics."

Other Factors

Close cooperation with Public Administration is particularly important with regard to the Housing Administration Certificate. Due to the essentially interdisciplinary nature of Urban Studies, coordination of acquisitions efforts is also essential with the following subject areas: Business Administration, Economics, Geography, Political Science, and Sociology.

Subjects and Collecting Levels

D Urbanization--also collected by Sociology

Suburbia

E Urban Research and Methodology

C Urban Planning--also collected by Public Administration

C Urban Planning Administration--also collected by Behavioral Science (Action Research in Institutional Settings)

C New Towns Design and Planning

E Urban Renewal--primarily collected by Public Administration

O Urban Architecture--collected by Art

E Urban History--primarily collected by History

D Urban Ecology and Environment--primarily collected by Environmental Studies and by Geography (Environmental Geography and Urban Geography)

D Urban Geography--primarily collected by Geography

Urban Land Use

D Urban Anthropology--primarily collected by Anthropology

C Urban Sociology--also collected by Anthropology and Sociology

Urban Demography
Housing--also collected by Public Administration
Crime
Poverty
Urban Social Services--also collected by Human Services (Social Welfare) and by Public Administration

C Urban Economics--also collected by Economics

D Urban Transportation

Rapid and Mass Transit Systems

C Urban Politics and Problems--also collected by Political Science and by Public Administration

D Municipal Government and Administration--primarily collected by Public Administration

C Urban Law--also collected by General Works and by Public Paralegal Studies

SELECTION POLICY FOR HEALTH SCIENCE

General Purpose

Selection for this subject discipline is designed to support undergraduate study and teaching leading to a B.S. degree. The curriculum of the Health Science program is not clinically oriented, but is designed to prepare already trained Allied Health personnel to assume administrative responsibilities. The program emphasizes the social and economical aspects of Health Care, Health Planning, and Health Behavior. The curriculum includes three options: Health Care Management, Clinical Health, and Community Health.

Materials Collected

The standard inclusions are collected, except for anthologies--literature, case studies, and newspapers. Also collected are newsletters and programmed materials.

Materials Excluded

The standard exclusions are not collected, except for newsletters and programmed materials. Also not collected are anthologies--literature, case studies, and newspapers.

Languages

Materials originally in English or translated into English are collected. Spanish language materials are collected only when appropriate.

Geographic Areas

There are no geographic limitations, but emphasis is on the United States.

Chronological Periods

All periods will be collected depending on the nature of the topic, but emphasis is on the last ten years.

Parameters of Retrospective and Currently Published Materials

Priority is given to current publications. Retrospective publications are limited to the "standard works" in the field and works that would balance and/or enhance the strength of the collection.

Other Factors

This selection policy primarily covers materials selection in support of the Community Health option. Materials for the Health Care Management option are primarily collected by Public Administration. The Clinical Health option is offered in cooperation with the Charles Drew Postgraduate Medical School, and students choosing this option will have their clinical training and experience at the Charles Drew Postgraduate Medical School. Therefore, this selection policy pertains only to general non-clinically oriented materials in support of this option.

Subjects and Collecting Levels

D Health Science (General)

D Adult Health

D Child Health

O Health Administration--primarily collected by Public Administration

D Health Behavior

D Health Care Systems (General)

C Health Care Delivery Systems in the United States

C Health Education

D Personal Hygiene
C Abortion--also collected by Sociology
C Alcoholism--also collected by Sociology and Psychology
C Drug Abuse--also collected by Sociology and Psychology
D Malnutrition
D Obesity

C Health Services

Communication in Health Care
O Counseling--collected by Human Services

C Health Statistics

D Sex Education--also collected by Behavioral Science and by Sociology

Human Sexuality
Sexual Hygiene
Venereal Diseases
Birth Control

D Diseases (Non-Clinical Aspects)

Cultural Aspects
Psychological Aspect--also collected by Psychology
(Physical Illness--Psychiatric Aspects)
Social Aspects

E Safety Education

E Computer Applications in the Health Sciences (Non-Clinical)

E Data Processing of Medical Records
O Computer Applications in Clinical Sciences--collected by Medical Technology
O Health Information Systems--collected by Business Administration (Management Information Systems)

O Medicine (General)--collected by Medical Technology

D History
D Medical Schools
D Medical Ethics--primarily collected by Philosophy (Medical Ethics/Bioethics)
Euthanasia
E Medical Malpractice
D Philosophy of Medicine
D Sociology of Medicine--primarily collected by Behavioral Science, and also by Anthropology (Social Medicine) and by Sociology (Medical Sociology)
D Preventive Medicine

E Clinical Examination

E Internal Medicine (General)

Cancer (Popular works)
Diabetes (Popular works)
Cardiovascular Diseases (Popular works)
Electrocardiography
Hypertensive Diseases
O Medical Economics--collected by Public Administration

D Medical Emergencies

D Ambulatory Care
E Emergency Medicine

O Nursing--collected by Medical Technology

D Physician's Assistants

C Public Health--also collected by Medical Technology

O Health Care Planning--collected by Public Administration
Community Health
Health Services for Special Classes
Environmental Health
Air Pollution and Respiratory Diseases
Water Pollution and Health
Cardiovascular Diseases
Psychosocial Diseases
Noise-Related Health Problems

O Epidemiology
Law and Legislation--collected by General Works
Nutrition and Public Health

E Toxicology

SELECTION POLICY FOR SMALL COLLEGE AND UNIVERSITY COLLEGE

General Purpose

Selection for Small College and University College is designed to support University College courses and the Small College program leading to the Bachelor of Arts degree.

The Small College selection program must take into account the diversity and expansive range of subjects taught by this unit. The four components of the Small College program are General Education, Area of Concentration, Thematic Project, and Electives. The General Education section covers the range of basic subjects, natural sciences, humanities, and social sciences. Areas of concentration are interdisciplinary fields akin to majors and include Civilizations; Science, Technology, and Society; Human Studies; and Environmental Studies. The thematic project is a student-selected topic.

The Small College program is characterized by new teaching and learning approaches, experimentation, new combinations of subject matter, and interdisciplinary approaches to subject matter. Course offerings constantly change as a result of continual curriculum review. Therefore, it would be difficult to detail subject areas within each of the components and areas of concentration in the "Subjects and Collecting Levels" section of this policy.

The University College includes both "common ground" educational programs and student and campus service units. Courses offered as University College courses are designed to aid students in learning, personal improvement, career exploration, and interactions with others.

This policy covers only those courses offered under Small College and University College prefixes, and excludes Liberal Studies and Health Science.

Materials Collected

The standard inclusions are collected.

Materials Excluded

The standard exclusions are not collected.

Languages

Materials written in English are primarily collected.

Geographical Areas

There are no geographical restrictions.

Chronological Periods

Materials collected may range from the beginnings of civilization to future studies without restriction as to time period covered.

Parameters of Retrospective and Currently Published Materials

The primary focus of materials collected is on current publications (those published within the last five years).

Other Factors

Students in the Small College program are able to use materials

purchased by other programs offered at CSUDH, e.g., Environmental Studies.

Subjects and Collecting Levels

--Small College--

D General Education

- Natural Sciences
- Social Sciences
- Humanities
- Writing Skills

D Civilization

D Environmental Studies--primarily collected by Environmental Studies

D Human Studies

D Science, Technology and Society--also collected by Energy Studies (Energy Technology (General)

--University College--

D Learning Skills

- Reading Skills
- Study Methods--primarily collected by Education (Study Methods for College Students)

O - Library Skills--collected by Library Skills

D Personal Improvement

- Communication Skills
- Group Interaction
- Leadership

D Career Exploration

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